

**SELECTMEN'S MEETING AGENDA\***

*Donn B. Griffin Room, Town Hall  
732 Main Street, Harwich, MA  
Regular Meeting 6:30 P.M.  
Monday, January 29, 2018*

*\*As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as live broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chairman prior to the start of the meeting.*

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. WEEKLY BRIEFING**

**IV. PUBLIC COMMENTS/ANNOUNCEMENTS**

**V. CONSENT AGENDA**

A. Approve Minutes:

1. January 16, 2018 Regular Session
2. January 16, 2018 Wastewater Community Information Meeting

B. Approve the contract for Ambulance Billing to Coastal Medical Billing

C. Approve the request from Cape Sea Grille to close from February 1, 2018 until February 28, 2018 for renovations and cleaning

D. Vote to request Special Legislation for the purpose of increasing the quota for Annual Liquor Licenses

**VI. PUBLIC HEARINGS/PRESENTATIONS (Not earlier than 6:30 P.M.)**

A. Selectmen and Finance Committee discussion on draft budget and five-year plan Monomoy Regional School District and Cape Cod Tech

B. Regional Agreement – *discussion and possible vote*

**VII. NEW BUSINESS**

A. Water Department RFP for the Wireless Communications Lease

B. Harwich Cultural Center / MA Cultural Council Liaison

C. Green Communities Building Audit Grant

**VIII. OLD BUSINESS**

A. Special Town Meeting Timeline

B. Pleasant Bay Alliance – Article for Town Meeting and Draft MOU to extend the Pleasant Bay Management Resource Alliance

**IX. TOWN ADMINISTRATOR'S REPORT**

A. Department Weekly Reports

**X. SELECTMEN'S REPORT**

**XI. ADJOURNMENT**

*\*Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Selectmen's Office at 508-430-7513.*

**Authorized Posting Officer:**

**Posted by:** \_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Sandra Robinson, Admin. Secretary

**Date:** \_\_\_\_\_  
January 25, 2018

**MINUTES  
SELECTMEN'S MEETING  
HARWICH COMMUNITY CENTER  
MULTI-PURPOSE ROOM  
TUESDAY, JANUARY 16, 2018  
6:00 P.M.**

**SELECTMEN PRESENT:** Ballantine, Brown, Howell, Kavanagh, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Chief Guillemette, Eric Beebe, Cyndi Williams, and others.

**WEEKLY BRIEFING**

Chief Guillemette introduced and provided background on the candidate for Telecommunication Dispatcher, Jade Ross.

Mr. Ballantine reported that Mr. Robert Thomas, Real Estate and Open Space Committee member, passed away on Friday.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

No one appeared before the Board.

**CONSENT AGENDA**

- A. Approve Minutes:
  - 1. December 4, 2017 Regular Session
  - 2. December 11, 2017 Regular Session
  - 3. December 18, 2017 Regular Session
- B. Approve the recommendation of the Police Chief to hire Jade Ross as a Full-time Telecommunication Dispatcher effective January 21, 2018
- C. Refer the Marijuana Time, Place and Manner Bylaw to the Planning Board for Public Hearing

Mr. Ballantine moved approval of the Consent Agenda. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

**NEW BUSINESS**

- A. Appointment of new members to the Wastewater Support Committee:
  - 1. Christopher Harlow – term to expire on June 30, 2018
  - 2. Peter Hughes – term to expire on June 30, 2019

Chairman MacAskill read the names and recommended terms for the nominees to the Wastewater Support Committee (above). Mr. Howell said we have been attempting over the last six months to make staggered terms given the appointments we have and these would be consistent with that. He stated that we are obligated to advertise, we are obligated to interview those we don't know if they exceed the number of available positions but in the instance of not having any more candidates and

also knowing who these people are we can bring them forward. He said the interview process can vet out people who we are unfamiliar with or if there is an abundance of people, you can compare what they're saying. Mr. Ballantine said he would assume that Mr. Harlow may come back for possible reappointment in June. Mr. Howell moved to appoint them as read. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

## **OLD BUSINESS**

### **A. Recreation Department Seasonal Salary Comparisons**

Chairman MacAskill explained that the Board voted on this a couple of weeks ago and at the time Mr. Beebe didn't have the study with him so he put it in the packet just so the public could study this. Mr. Beebe said they have had good luck with people coming back every year but they are starting to lose them to towns like Chatham and Dennis who pay significantly more.

## **TOWN ADMINISTRATOR'S REPORT**

### **A. Department Weekly Reports**

No action was taken on the Department Weekly Reports.

Mr. Clark reported that the Town of Yarmouth has informed us that we have obtained a grant through the regional initiative for Dennis, Yarmouth and Harwich for \$150,000 for the wastewater initiative. He added that we put in for two ADA grants, one for \$250,000 which we have not yet heard back, and one for \$30,000 for an ADA study and we were awarded that. Mr. Ballantine congratulated Mr. Hart for his hard work on the grant.

## **SELECTMEN'S REPORT**

The Board discussed the upcoming MMA meeting schedule.

## **ADJOURNMENT**

Mr. Howell moved to adjourn at 6:14 p.m. Ms. Kavanagh seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel  
Recording Secretary

**MINUTES  
SELECTMEN'S MEETING  
HARWICH COMMUNITY CENTER  
MULTI-PURPOSE MEETING ROOM  
100 OAK STREET, HARWICH  
TUESDAY, JANUARY 16, 2018  
7:00 P.M.**

**SELECTMEN PRESENT:** Ballantine, Howell, Kavanagh, MacAskill

**INFORMATIONAL MEETING**

The Board of Selectmen attended an informational community meeting regarding an update of the East Harwich Sewer System presented by CDM Smith. Questions from community members were fielded by the CDM Smith representatives after their presentation. No votes were taken.

Respectfully submitted,

Ann Steidel  
Recording Secretary



**TOWN OF HARWICH  
FINANCE DIVISION**

**732 MAIN STREET, HARWICH, MA 02645**

**TEL: 508-430-7518 FAX: 508-430-7504**

**Carol Coppola  
Finance Director/Town Accountant**

**Wendy Tulloch  
Assistant Town Accountant**

*To: Christopher Clark, Town Administrator  
CC: Amy Bullock, Treasurer/Collector  
From: Carol Coppola  
Date: January 18, 2018  
RE: Ambulance Billing RFP & Contract*

Subject: Proposal Evaluation and Recommendation for Ambulance Billing Contract  
Submitted herewith for your review and concurrence is the award recommendation for the above referenced Request for Proposal.

#### HISTORY

On October 5, 2017 the Town of Harwich issued a Request for Proposal (RFP) for Ambulance Billing & Collection Services. An advertisement was placed and published in the Cape Cod Chronicle on October 5, 2017. The RFP was also sent to the town's current ambulance billing and collection provider. The objective of the RFP was to contract with qualified and experienced firm(s) to provide billing and collection services for ambulance runs. In order to insure the objective was met, the RFP was issued with evaluation criteria addressed by the requirements of the RFP and questions answered by the Respondents; (1) Years of Experience; (2) List of municipalities currently representing; (3) Collection percentage; (4) Bill directly to carriers; (5) Number of Certified Professional Coders/Auditors; and (6) Cost (separate price proposal). The Proposal was opened on or about November 13, 2017, of the one (1) proposal received, it was deemed as responsive. The responsive firm is as follows:

- Coastal Medical Billing Inc.  
9 Main Street, Suite 2K  
Sutton, MA 01590

The Proposal was evaluated by the Treasurer/Collector. Additionally, the Treasurer/Collector evaluated the Proposal for responsiveness/compliance and cost. Based on the above objective the following Proposal evaluation was prepared.

#### PROPOSAL EVALUATION PROCESS

The Proposal was first examined to determine whether or not it met all the requirements of the RFP. Evaluation criteria was then used to evaluate the Proposal by categorizing the

response as “Highly Advantageous”, “Advantageous”, “Less Advantageous” and “Unacceptable” assigned to each criteria.

Categories	Rating
1. Years of Experience - 29 Years	Highly Advantageous
2. List of Contracts – 63 Current Contracts	Highly Advantageous
3. Collection Percentage – Harwich 94.7%	Highly Advantageous
4. Bill Direct – Yes	Highly Advantageous
5. Certified Professionals – 6 NAAC	Highly Advantageous
6. Cost – 3% of Collections	

1. Years of Experience: This category dealt with the prior experience and capabilities of the Respondent in providing the requested services to the Town of Harwich.

2. List of Contracts: This category dealt with the bidder’s ability to provide the quality, reliability and support services necessary as well as a listing of contact information for all current contracts.

3. Collection Percentage: This category required the respondent to provide documentation as proof to achieve a collection percentage of between 85% and 95%. As well as, the expertise and efficiency to perform at this level.

4. Bill Direct: This category dealt with the ability of the agency to bill directly to carriers as opposed to billing recipients for the service.

3. Certified Professionals: This category dealt with the quality and experience of the Respondent’s staff assigned to this project, further the agency must meet the requirement of Certified Professional Coders/Auditors on staff.

4. Cost: This category dealt with the total overall cost. Required as a fixed percentage rate of actual receipts, all-inclusive and delivered to the Town of Harwich for a period of three (3) years.

## SUBMITTED PROPOSAL

Listed below is a synopsis of the responsive Proposal submitted.

Coastal Medical Billing Inc.

The highest possible rated response; excelling in the following areas:

- ✓ Excellent Qualifications (i.e., prior experience and references)
- ✓ Excellent overall Scope of Work
- ✓ Very Good Collection Rates

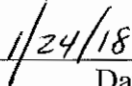
✓ Excellent Staff and Deliverables

RECOMMENDATION

After a thorough evaluation by the Treasurer/Collector and myself, we recommend an award be made to Coastal Medical Billing Inc. The Town of Harwich has experience with this firm and believes the firm will continue to provide ambulance billing and collection services with expertise.

Attest:

  
\_\_\_\_\_  
Departmental Manager

  
\_\_\_\_\_  
Date

Enclosure(s):

Request for Proposal  
Respondent Proposal  
Ambulance Billing Contract (Goods and Services)  
Addendum A

## AGREEMENT FOR TOWN OF HARWICH

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Selectmen, hereinafter referred to as "Town," and Coastal Medical billing, Inc., a Massachusetts Corporation with an office at 9 Main Street, Suite 2K, Sutton, MA 01590, hereinafter referred to as "Contractor", effective as of the 1st day of February, 2018. In consideration of the mutual covenants contained herein, the parties agree as follows:

### ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with Billing/Collection Services for emergency ambulance services which shall include all services outlined in the proposal received from Coastal Medical Billing dated November 8, 2017 and the Request For Proposals issued by the Town of Harwich, both of which shall be incorporated by reference to the contract. Further, the Contractor agrees to abide by the contents set forth in Addendum A as well as any reasonable internal policies of the Town including but not limited to the policy governing Ambulance Fee Waivers.

### ARTICLE 2: TIME OF PERFORMANCE:

The contract will be for three years commencing on February 1, 2018 through December 31, 2021. The contract may be extended for one year periods at a time. The contract will have a fixed percentage rate for the three year period and can be terminated at any time, or terminated on the annual anniversary by the Town of Harwich on the anniversary dates of January 1, 2019 or January 1, 2020. In addition, the Town of Harwich may terminate this agreement at any time if it so desires.

### ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 an amount according to the following:



- i. 3.00% of Monthly Remittance Posted to the Town's accounts
- ii. Net 30 Days from Invoice Date

**ARTICLE 4: CONTRACT DOCUMENTS:**

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

**ARTICLE 5: CONTRACT TERMINATION:**

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

The Town party may terminate this Agreement at any time for its convenience by providing the Contractor written notice specifying therein the termination date which shall be no sooner than sixty (60) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

**ARTICLE 6: INDEMNIFICATION:**

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

**ARTICLE 7: AVAILABILITY OF FUNDS:**

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

**ARTICLE 8: APPLICABLE LAW:**

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

**ARTICLE 9: ASSIGNMENT:**

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

**ARTICLE 10: AMENDMENTS:**

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No

amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

**ARTICLE 11: INDEPENDENT CONTRACTOR:**

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

**ARTICLE 12: BONDS AND INSURANCE:**

The Contractor shall furnish the following Bonds and Insurance Certificates as Contract security:

1. Insurance certificates, satisfactory to the Town to include (when applicable) Commercial General Liability Insurance including but not limited to Personal Injury Liability, Independent Contractor's Liability, Contractual Liability, Products Liability, Ongoing and Completed Operations Liability and Property Damage Liability with a minimum limit of liability of \$1,000,000 per occurrence/ \$3,000,000 aggregate for bodily injury and property damage. Such insurance shall include the Town of Harwich as an Additional Insured for both on-going and completed operations and shall contain a Waiver of Subrogation in favor of the Town of Harwich.

Contractors who conduct programs involving youth must ensure that they have Sexual Abuse and Molestation insurance with a minimum limit of liability of \$1,000,000 per occurrence/ \$3,000,000 aggregate, and/or that such coverage is not specifically excluded under their policy or subject to limits of less than \$1,000,000 per occurrence/ \$3,000,000 aggregate.

Workers' Compensation Insurance and Employers Liability Insurance shall be provided which shall cover the Contractor, their employees and including any subcontractors and its employees for injuries and/or diseases arising under all applicable Workers' Compensation laws including statutory limits in accordance with the Massachusetts Workers' Compensation Act. Employers' Liability coverage shall be included with a minimum limit of liability of \$1,000,000 per occurrence. Such insurance shall provide a Waiver of Subrogation in favor of the Town of Harwich.

Automobile Liability and Property Damage Insurance hired and non-owned vehicles with a minimum combined single limit of liability of \$1,000,000 per occurrence for bodily injury, death, and/or property damage. Such insurance shall name the Town of Harwich as an Additional Insured and shall include a Waiver of Subrogation in favor of the Town.

(When Applicable) Professional Liability insurance covering acts, errors, mistakes, omissions arising out of the work or services performed by the Contractor, or any person employed by the Contractor, with a limit of not less than \$1,000,000 each claim. Professional Liability insurance must be in place for at least the applicable prescriptive period defined by the laws of Massachusetts.

Cyber Risk Insurance: Not less than \$2,000,000 per claim to be maintained for the duration of the agreement and three years following its termination. This insurance requirement applies when a third party will be using, storing or accessing private, confidential or protected information.

The Contractor must furnish the Town of Harwich with certificates of insurance evidencing the above insurance requirements prior to commencement of operations under the contract. Additional Insured endorsements and Waivers of Subrogation must name the Town of Harwich as follows: Town of Harwich, its Board of Selectmen, officers, representatives, agents and employees. If Contractor is conducting a program involving youth, certificate shall also evidence Sexual Abuse and Molestation insurance as required above. Certificates shall specify that in the event of cancellation or material change in coverage, written notice of such cancellation must be given in accordance with policy provisions. All coverage of the Contractor must be primary without contribution from the Town of Harwich. Failure of the Town of Harwich to request a certificate of insurance or acceptance of a non-conforming certificate does not waive the insurance requirements under the agreement. All certificates of insurance should be mailed to: Town of Harwich, Attn: Accounting, 732 Main Street, Harwich, MA 02645. Facsimile: (508) 430-7504.

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is a condition precedent to the contract. All such insurance shall satisfy all applicable laws of the State of Massachusetts. Such insurance coverage shall be obtained from companies that are

authorized to provide such coverage and that are authorized to do business in Massachusetts. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Massachusetts laws or the contract. The limits of coverage under each insurance policy maintained by the Contractor shall not serve to limit the Contractor's liability to the Town of Harwich under the contract.

**ARTICLE 13: SEVERABILITY:**

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

**ARTICLE 14: ENTIRE AGREEMENT:**

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

**ARTICLE 15: COUNTERPARTS:**

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

**ARTICLE 16: WAGE RATES: (If Applicable)**

Minimum wage rates, as determined by the Department of Labor and Workforce Development, under the provision of the Massachusetts General Laws, Chapter 149, Sections 26

to 27H, as amended, apply to this project. At least the basic minimum wage in effect under M.G.L. c. 151, § 1 must be paid to an employee in an occupation as defined in M.G.L. c. 151, § 2, unless a lesser wage is expressly permitted by law or a waiver of the basic minimum wage is granted in writing by the Director in accordance with M.G.L. c. 151, § 7 or 9.

It is the responsibility of the Contractor, before Bid Opening, to request, if necessary, any additional information on Massachusetts Wage Rates for those tradespeople who are not covered by the applicable Massachusetts Wage Decision, but who may be employed for the proposed work under this Contract.

In accordance with Chapter 149, Section 27B, it is the responsibility of the Contractor and any Subcontractors to submit payroll records to the Official on a weekly basis.

**ARTICLE 17: DISCRIMINATION:**

No person shall, on the grounds of race, color, national origin, sex or sexual preference, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any form.

**CERTIFICATION AS TO PAYMENT OF STATE TAXES**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,

\_\_\_\_\_, authorized signatory for the Contractor do hereby certify under the pains and penalties of perjury that said Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Signature of Individual or  
Corporate Name

By:  
Corporate Officer  
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN OF HARWICH

By

by its Board of Selectmen

\_\_\_\_\_  
Signature

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved as to Availability of Funds:

Carl Copp  
Finance Director

(\$42,500.00)  
Budget Sum

011452-538000  
Account Number

\_\_\_\_\_  
Christopher Clark, Town Administrator  
Chief Procurement Officer



**APPENDIX A**

**CERTIFICATE OF NON-COLLUSION/GOOD FAITH**

The undersigned hereby certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals. This bid or proposal is made without any connection or consultation with any other person making any bid or proposal for the same work.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name of person signing bid or Proposal)

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
(Business address)

\_\_\_\_\_  
(Business phone number)

\_\_\_\_\_  
(Date)

## **ADDENDUM A**

### **1. TOWN OF HARWICH OBLIGATIONS**

- a. Timely submit to COASTAL MEDICAL BILLING, INC. a legible, complete and compliant copy of the ambulance trip sheet adhering to all applicable MADPH/OEMS laws and regulations including the patient's signature and the patient's insurance information when available.

### **2. CONFIDENTIALITY**

- a. COASTAL MEDICAL BILLING, INC. acknowledges and agrees that any information provided by the TOWN OF HARWICH or obtained by COASTAL MEDICAL BILLING, INC. as a result of the services provided is "Confidential Information"
- b. Except for disclosures required by law or allowed by this section, COASTAL MEDICAL BILLING, INC. shall not, during the term of this Agreement or after the termination of this Agreement, disclose any Confidential Information to any person or use any Confidential Information for the benefit of COASTAL MEDICAL BILLING, INC. or any other person, except with the prior written consent of the TOWN OF HARWICH.
- c. The TOWN OF HARWICH understands that certain Confidential Information may be required to be disclosed to certain individuals: employees, agents, advisors, or attorneys of COASTAL MEDICAL BILLING, INC.
- d. COASTAL MEDICAL BILLING, INC. shall maintain records of the persons to whom Confidential Information is distributed, will inform all such persons of the confidential nature of the information, will direct them to treat such information in accordance with this Agreement, will exercise such precautions or measures as may be reasonable in the circumstances to prevent improper use of Confidential Information by them, and will be responsible for any breaches by them of the provisions of this Agreement.
- e. The term "Confidential Information" does not include information that is or becomes publicly available (other than through breach of this Agreement) or information that is or becomes available to COASTAL MEDICAL BILLING, INC. on a non-confidential basis, provided that the source of such information was not known by COASTAL MEDICAL BILLING, INC. (after such inquiry as would be reasonable in the circumstances) to be bound by a confidentiality agreement or other contractual obligation of confidentiality with respect to such information.

- f. In addition, Confidential Information may be disclosed to the extent required in the course of inspections or inquiries by federal or state regulatory agencies to whose jurisdiction COASTAL MEDICAL BILLING, INC. is subject to and that have the right to inspect the files that contain the Confidential Information and COASTAL MEDICAL BILLING, INC. will advise TOWN OF HARWICH promptly upon such disclosure.
- g. HIPAA. Acceptable uses of Protected Health Information (PHI) by COASTAL MEDICAL BILLING, INC. are limited to Emergency Ambulance Billing/Collection Services, including communication about the Ambulance Trip sheet and bill between COASTAL MEDICAL BILLING, INC. and the TOWN OF HARWICH Business Associate(s), and any other purpose(s) permitted or mandated by federal or state law pursuant to 45 C.F.R. 164.502(j)(l) (2005).
  - i. COASTAL MEDICAL BILLING, INC. agrees to sign and adhere to the conditions set forth in the TOWN OF HARWICH's Business Associate Agreement.
- h. Return of Documents. COASTAL MEDICAL BILLING, INC. acknowledges and agrees that all originals and copies of records, reports, documents, lists, plans, memoranda, notes, and other documentation related to ambulance billing of the TOWN OF HARWICH or containing any Confidential Information shall be the sole and exclusive property of the TOWN OF HARWICH upon the termination of this Agreement or upon the written request of the TOWN OF HARWICH.
- i. No Release of Confidentiality Obligations. COASTAL MEDICAL BILLING, INC. agrees that the termination of this Agreement shall not release COASTAL MEDICAL BILLING, INC. from any Confidentiality obligations.

### **3. REPRESENTATIONS**

- a. The Town of Harwich recognizes COASTAL MEDICAL BILLING, INC. does not guarantee specific results or positive outcomes
- b. Representation of Non-Exclusion. Under 42.U.S.C. 1320a-7b(f), or any form of state Medicaid program COASTAL MEDICAL BILLING, INC. represents and warrants to the TOWN OF HARWICH that COASTAL MEDICAL BILLING, INC. and its owner are not excluded from participation in any federal health care programs or from participation in any federal or state procurement or non-procurement programs.

4. To COASTAL MEDICAL BILLING, INC.'s knowledge, there are no pending or threatened governmental investigations that may lead to such exclusion. COASTAL MEDICAL BILILNG, INC. agrees to notify TOWN OF HARWICH of the commencement of any such exclusion or investigation within seven (7) business days of COASTAL MEDICAL BILLING, INC.'s first learning of it.

5. **CONTRACT MANAGER/CONTRACT OFFICER**

- a. The Treasurer of the Town of Harwich shall act as Contract Officer. This Officer or designee shall have responsibility for coordinating the performance of the Town of Harwich obligations under the Contract and interacting with COASTAL MEDICAL BILLING, INC.

**TOWN OF HARWICH  
REQUEST FOR PROPOSALS  
AMBULANCE BILLING/COLLECTION SERVICE**

The Town of Harwich is seeking proposals for the billing/collection of BLS/ALS Emergency Ambulance Services for the Harwich Fire Department.

Request for Proposal documents may be obtained at the Harwich Town Hall, Town Administrators Office, located at 732 Main Street Harwich MA, 02645 beginning at 8:30am. on October 10, 2017 and daily thereafter on regular business days at the Harwich Town Hall - Administrators Office, Monday-Thursday 8:30am - 4:00pm, Friday 8:30am - 12:00pm.

Proposals must be submitted no later than 12:00 noon on November 10, 2017 at the Harwich Town Hall, Town Administrator's Office, located at 732 Main Street Harwich, MA. Proposals will not be opened publicly.

The Town of Harwich reserves the right to reject any and all proposals, in whole or in part and to make awards in a manner deemed in the best interest of the Town of Harwich.

Christopher Clark  
Town Administrator

**PLEASE NOTE:**

**IF YOU ARE DROPPING OFF  
AN RFP, DUE TO THE  
HOLIDAY THE DEADLINE  
HAS BEEN EXTENDED TO  
MONDAY NOVEMBER 13, 2017  
AT 4PM**

# TOWN OF HARWICH MASSACHUSETTS

Be sure to submit your technical proposal in (one) original and 2(two) copies. This includes all documents/pages contained within the package.

Please put your company's name and address on the outside of your proposal envelope. Technical Proposal and Price Proposal must be submitted separately. Failure to do so will result in proposal rejection.

Be sure both are properly executed.

## INVITATION FOR PROPOSALS

Read thoroughly "Invitation for Proposals" and the legal advertisement relative to proposal deposits and other details on submitting proposals.

If the bidder/proposer is a co partnership, all partners must execute all copies of the proposal, unless one partner has been authorized to sign for the co-partnership, in which case evidence of such authority shall be submitted.

If the bidder/proposer is a corporation, the authorized agent shall execute all copies of the proposal. Evidence of authority to sign must be submitted.

**All Proposals should be submitted as separate Technical non-price and price proposals, each enclosed in a separately sealed envelope appropriately marked to indicate the "Technical" and "Price" proposal. If the non-price proposal contains any price information, the entire proposal shall be rejected as non-responsive.**

## INVITATION FOR PROPOSALS

Sealed proposals for furnishing the following will be received at the Harwich Town Hall, Town Administrators Office, located at 732 Main St Harwich, MA 02645, until the time specified below at which time the proposals will be opened. The time received will be noted on each proposal.

<u>ITEM</u>	<u>DEADLINE</u>
Billing / Collection Service	November 10, 2017 at 12:00 noon
Emergency Ambulance Service	

Specifications and Proposal forms may be obtained at the Harwich Town Hall, Town Administrators Office, located at 732 Main Street, Harwich,, MA 02645.

Price Proposals must be submitted separately from Technical Proposals.

No proposer may withdraw his/her proposal for a period of thirty (30) days after the date set for the opening thereof.

**No Security Deposit is required on this Proposal.**

Harwich is an affirmative action/equal opportunity purchaser.

The Town reserves the right to accept or reject, in whole or in part, any or all proposals or take whatever other action may be deemed necessary to be in the best interest of the Town.

**BILLING/COLLECTION SERVICE FOR EMERGENCY  
AMBULANCE SERVICE  
TOWN OF HARWICH FIRE DEPARTMENT**

**SUBMISSION OF PROPOSAL:**

The emergency ambulance service is operated by the Harwich Fire Department and is an Advanced Life Support (ALS) /Basic Life Support (BLS) service. Billing services providers interested in providing the billing/collection service, as set forth in the attached Specifications, are invited to deliver one (1) original and two (2) copies of an ambulance billing proposal to the Harwich, Town Hall, located at 732 Main Street, Harwich, MA 02645 no later than 12:00 noon November 1, 2017. The Town anticipates making the award of a contract by no later than November 30, 2017.

All proposals shall be sealed, addressed to the Harwich Town Hall, Town Administrators Office, located at 732 Main Street, Harwich,, MA 02645.

The price proposal will require the fee for the service to be stated as a percentage amount for the actual receipts. This envelope is to be clearly marked with the Proposer's name, date of opening, and titled as follows: **Town of Harwich - Ambulance Billing/Collection Price Proposal**

The technical non-price proposal must be signed, placed in an envelope, and sealed.

The technical proposal, must contain all information pertaining to the Billing/Collection Service, such as method of billing, transition timetable from the present system to the initiation of billing procedures, application for, and timetable for, the respective applications for provider numbers for Medicare and MassHealth (if not already completed by the Town). The price proposal must address, at a minimum, each of the issues set forth in the "Request for Proposals" in order to be considered responsive. The Town of Harwich, will reject any proposal, which does not respond to each issue in the "Request for Proposals" as non-responsive. All pages that require signatures must be signed where appropriate and submitted as part of the non-price proposal. This envelope is to be clearly marked with the Proposer's name, date of opening and titled as follows: **Town of Harwich - Ambulance Billing/Collection Technical Proposal**

Proposer may correct, modify, or withdraw a proposal by sealed, written notice, clearly marked as a correction, modification, or withdrawal, and received in the Office of the Town Manager prior to the time and date for the submission of the proposals. Proposals that are received after the proposal due date and time will not be accepted.



**SIGNING OF PROPOSALS:** Statements of Qualification must be signed as follows:

- a. If the Proposer is an individual, by him/her personally;
- b. If the Proposer is a partnership, by the name of the partners, followed by the signature of each general partner; and
- c. If the Proposer is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed. A copy of the corporate vote must also be submitted.

**Reviewing Period:** All proposals meeting the minimum requirements and conditions may be held by the Town of Harwich, for a period of thirty (30) days from the date of opening proposals, for the purpose of reviewing the proposals and investigating the qualifications of Proposers by the evaluation committee prior to the awarding of the contract.

**Vendor Selection:** Following the procedures previously described, the Town of Harwich, will make a decision regarding selection of the vendor whom it wishes to enter into a contract with. Proposals will be evaluated upon the basis of the Minimum Qualifications; the Comparative Evaluation Criteria for Selection set forth, prices and other appropriate factors. This may not necessarily be the low Proposer.

**Award:** The Harwich Town Administrator will make the recommendation to award the contract to the Harwich Board of Selectmen who shall approve any such award of this contract. The contract shall be awarded to the responsible and responsive proposer submitting the most advantageous proposal, taking into consideration the proposal's relative merits. The Town of Harwich, reserves the right to reject any and all proposals or to waive any informality in the proposals, if it appears in the Town's best interest.

**Profile of Service:** The Town of Harwich, Fire Department operates an ambulance service that is licensed for Basic Life Support (BLS) and ALS Service. In the last calendar year, 2016, this service responded to 3344 medical incidents and performed approximately 2594 emergency transports. Those are broken down to approximately 527 BLS and 1967 ALS calls for service.

## STATEMENT OF SERVICES

### 1. Term of Contract

The contract will be for a maximum of three years commencing on or about January 1, 2018. The contract will have a fixed percentage rate for three years with an annual review of performance to determine continuation of the contract. The Town of Harwich can also extend this agreement for any period of time agreed to by both parties, if the Town of Harwich deems appropriate. In addition, the Town of Harwich may terminate this agreement at any time if it so desires. Termination will be accomplished through a process detailed in Section 8 of this document.

### 2. Collection and Deposits

All revenue received by the Billing Service shall be recorded and deposited in an account at the bank providing municipal banking services to the Town of Harwich. Copies of deposits are to be sent to the Town on a weekly basis. A summary of the collection/deposits will be provided to the Fire Chief, Town Treasurer at the end of each month. At the expiration of each month, the billing service shall bill the Town of Harwich for collection charges due the billing service for the actual collections made that month.

The Vendor will provide a Licensed Collection Agent to the Town of Harwich. All accounts that remain delinquent for 180 days after the initial billing to the patient will be transmitted to the Town of Harwich Waiver Administrator and then be referred to a Collection Agent if approved by the Waiver Administrator. Collection agent will then assume full account responsibility with the Town of Harwich

### 3. Ambulance Fees

The Town of Harwich Rate Schedule for ambulance services will serve as the basis for fees for ambulance service.

### 4. Expenses

- A. Refunds: All expenses directly or indirectly related to the collection of the Town of Harwich patient's accounts shall be borne by the billing agent.
- b) Except: As otherwise specifically provided herein, the billing service will not incur expenses on behalf of or without the Town of Harwich's prior consent.

## 5. Other

- a) It is understood that the Town of Harwich accepts assignment from certain providers which include but not limited to MassHealth, Medicare or Medicare/MassHealth. Accordingly, the billing service will make the required contractual adjustments when applicable and will be reported on the monthly revenue statement.
- b) Write-offs and/or reductions of charges will be handled by the Town of Harwich on an abatement basis at their discretion. Requests for abatements or adjustments from patients will be sent to the billing agent, and then sent to the Town of Harwich Treasurer and the Waiver Administrator on a monthly basis.
- c) The proposer is required to describe how delinquent accounts will be processed. The proposer must state that it currently provides collection services for delinquent accounts or state that it does not currently provide collection services for delinquent accounts. The proposer may further describe such collection services if it so desires

## 6. Records and Reports

The billing service will furnish to the Town of Harwich the following reports and data electronically in a format that will allow integration into the Town of Harwich's data system(s);

- a) A monthly recap of reports including an aging report (aged trial balance) at the end of the month reflecting the balance of open receivables.
- b) At a minimum the following reports are required: Commitment amounts, listings of write off's, adjustments credits, and any other reports determined necessary to be able to prove the balance from month to month.
- c) All records and correspondence relating to the Town of Harwich Accounts Receivable and the billing services collection efforts will be available for examination by the Town of Harwich or its authorized representative.
- d) And any other reports/data, in an acceptable format, deemed necessary by the Town of Harwich.

**7. Miscellaneous**

- a. The billing service shall delegate an authorized representative for receiving notices and day to day contract administration.
- b. The billing service shall adhere to the collection procedures and time tables specified by the Town of Harwich.
- c. The billing service must be a licensed debt collector in the State of Massachusetts.

Name of Representative \_\_\_\_\_

**8. Termination**

The Town of Harwich may terminate this agreement at any time upon sixty (60) days written notice of termination to the billing service, and or the billing service on the anniversary of the contract upon sixty (60) days written notice to the Town of Harwich. Upon termination of the agreement, for whatever reason, the billing service shall deliver up all records and pertinent correspondence concerning the accounts and collection thereto to the Town of Harwich, and the billing service will otherwise cooperate with the Town of Harwich or their assignees to affect an orderly transfer of the collection of the Town of Harwich's accounts receivable. If the Town of Harwich should terminate this agreement, the billing service shall be entitled to receive from the Town of Harwich, any and all commissions due to the billing service up to and including the actual date of termination and transfer of accounts receivable, as well as reimbursement from the Town of Harwich of all expenses incurred by the billing service which remain unpaid at the date of termination. The billing service must turn over all records and have them delivered to a location designated by the Town of Harwich upon termination of the contract.

## **9. Provision**

The Town of Harwich Fire Department is to provide the billing agency with a copy (paper or electronic) of the Patient Care Report Form including all pertinent information required for billing purposes. In addition, Fire Department ambulance attendants will provide a reasonable effort to gather any additional information such as the responsible insurance company information, date of birth of the patient and any other information that may assist in the billing process. All patient signature requirements will be the responsibility of the provider of service.

Furthermore, the Billing Agency shall research, demonstrate its ability to interface and retrieve data from the Town of Harwich Ambulance Information System(s) and other required formats and must maintain their system to accept/transmit electronic data from the Town of Harwich.

## **10. Stipulations**

- a. The contract shall be governed by and shall be construed in accordance with the law of the Commonwealth of Massachusetts.
- b. In the event of any conflict or any inconsistency between the Massachusetts General Laws, as amended, and the provisions of this contract, the Massachusetts General Laws shall control. If any of the provisions of this agreement are held to be invalid, such provision or provisions shall be deemed stricken from the agreement and at the option of the Town of Harwich, the remaining provisions shall remain in full force and effect.
- c. The billing service shall hold the Town of Harwich free and harmless from all claims, liability and losses caused by the actions or failures to act on the payment of the billing service, and the billing service shall fully indemnify the Town of Harwich for all such claims, liability and losses should they occur.
- d. The billing service shall have Worker's Compensation Insurance in accordance with the Massachusetts General Laws Chapter 152, as amended, and the billing service shall furnish the Town of Harwich with evidence of this coverage before the execution of the contract.

## 11. Waiver Handling Policy

Although the Town of Harwich wishes to maximize ambulance collections, we do wish to have compassion for those with financial hardship. A strict waiver policy has been formulated by, and administered by, the Town of Harwich. Please outline your capabilities in dealing with clients that express hardship.

Any Town of Harwich employee that has a medical emergency or injury, while working on duty, the fees for ambulance service may be waived at the discretion of the Waiver Administrator.

### Terms and Conditions

By signing this quotation, the Proposer acknowledges and agrees to the following terms and conditions:

1. This Request for Price Quotation is governed by the provisions of M. G. L. Chapter 30B.
2. The Town is exempt from the following taxes: sales, excise and Federal transportation.
3. The Town reserves the right to reject any or all bids when the Town determines that it is in the best interest of the Town to do so.
4. The Town will award the contract to the responsible Proposer offering the needed service at the best quotation.
5. The vendor shall comply with all applicable Federal, State and Local laws.
6. In performance of this contract, the vendor shall not discriminate on the grounds of race, color, religion, national origin, age or sex, in employment practices or in the selection or retention of subcontractors, and in the procurement of material or rental of equipment. The Town may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph.
7. The vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without prior written consent of the Town.

All Quotations must be signed:

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Address

Social Security # \_\_\_\_\_, or Federal Identification \_\_\_\_\_

## MINIMUM QUALIFICATION CRITERIA

In addition to addressing each of the items in the Specification, the proposer must submit, as part of his/her non-price proposal, the following minimum qualification criteria: Initial the appropriate response to each criterion, and include the required documentation in the Non-Price (technical) proposal envelope.

1. A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the Contractor, stating that the offer is effective for at least thirty (30) calendar days from the deadline for the submission of proposals.

YES

NO

2. A list of Massachusetts's municipalities for which the contractor has provided billing service. This list is to include a current name, address, and telephone number of references for the selection committee to access. Any negative information generated by reference check shall be cause sufficient to dismiss the proposal as unacceptable. Negative information that shall be considered grounds to render the proposal unacceptable shall be information that shows the service operated in a fashion that reflected negatively on the community served.

YES

NO

3. Proposers must provide a toll free number for the Town's use and for the use of recipients/clients.

YES

NO

4. List any litigation, with appropriate explanation, in which your firm has been a party (as Plaintiff or Defendant) in the past five years from 2009 through the present.

YES

NO



5. Proposers must provide documentation of certified medical coders/auditors on staff.

YES

NO

6. Proposers must be able to interface and receive electronically forms and reports from the Town of Harwich Ambulance Information system.

YES

NO

7. Proposers must be able to have experience with hospital information systems and are currently receiving electronic demographic information.

YES

NO

8. Proposers must list any patient complaints officially recorded with the Town.

YES

NO

9. Proposers must have an affiliation with a Massachusetts Licensed Collection Agent

YES

NO

I hereby state that I understand the minimum evaluation criteria and that I have initialed all of the appropriate sections, and further, that I have attached the required information to the summary sheet located at the back of this document.

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

## COMPARATIVE EVALUATION CRITERIA

A contractor shall be deemed unacceptable if the minimum evaluation criteria are not met and as a result, as required by law, shall be rejected. However, once it has been determined that the contractor has met all the minimum evaluation criteria, the proposals will be further evaluated by the Town of Harwich using the following comparative evaluation criteria. The ratings of the "Highly Advantageous", "Advantageous", "Less Advantageous", and "Unacceptable", will be used to evaluate the following features of each proposal.

1. How many years of experience does your firm have in billing for municipal ambulance service?

Highly Advantageous:	Greater than five years experience
Advantageous:	More than three years experience but less than five years experience
Less Advantageous:	More than one years experience, but less than three years experience
Unacceptable:	Less than one years experience

2. How many municipal ambulance services does your firm presently represent? List the municipalities represented along with the name and current phone number of the representative from the community.

Highly Advantageous:	More than fifteen ambulance services
Advantageous:	Between six and fourteen ambulance services
Less Advantageous:	Between one and five ambulance services
Unacceptable:	None

3. Collection percentage: The vendor should provide documentation as proof that they can achieve a collection percentage of between 85% and 95%. The vendor has to use comparative payer mix to the Town Of Harwich (Gardner and Webster MA for examples). The proof should be established by comparison with another municipal ambulance service and that will show a collection percentage and the number of a municipal contact person for reference. (The Town of Harwich is interested in a firm with the expertise and efficiency to perform at this level).

Highly Advantageous:	Two or more comparative municipalities serviced and documented at a rate of 90% or greater
Advantageous:	At least one comparative municipality serviced and documented at a rate of 90% collection rate
Less Advantageous:	Documentation of a collection percentage of less than 80%
Unacceptable:	No documentation of collection percentage

4. The billing agency will bill directly to carriers as opposed to billing recipients of the service. If clients need to be billed due to a lack of insurance information, the billing agency should be willing to assist in obtaining client information. Provide documentation on the form provided.

Highly Advantageous:	Process claims to all insurance provicers, automobile insurance, worker's compensation, homeowners insurance, etc.
Advantageous:	Process only Medicare and Mass Health, major earners and secondary insurance if applicable.
Less Advantageous:	Process only Medicare and MassHealth and major carrier (i.e. B C/ B S)
Unacceptable:	Process only Medicare and MassHealth claims, mail out others to client

5. Vendor is required to have Certified Professional Coders/Auditors on staff.

Highly Advantageous:	Five or more Certified Professional Coders/Auditors on staff
Advantageous:	Two to four Certified Professional Coders/Auditors on staff
Less Advantageous:	One Certified Professional Coders/Auditors on staff
Unacceptable:	No Certified Professional Coders/Auditors on staff

Bidder will integrate with the Harwich Fire Department's current EMS software package (AmbuPro) by utilizing all existing codes for items such as hospitals, medications, insurance carriers, locations, destinations, procedures and employees.

APPENDIX A

I, \_\_\_\_\_  
Name Title

of \_\_\_\_\_  
Company Name

Certify under the penalties of perjury that:

1. I duly represent the Proposer and have full authority to execute any and all documents for and on behalf of the Proposer relative to its operation, and
2. If an out-of-state company, a resident agent in the Commonwealth of Massachusetts must be appointed for service of process. The name and address of the company's resident agent is: \_\_\_\_\_
3. I certify that all statements contained herein are true and may be relied upon by the Town of Harwich as true and accurate statements of \_\_\_\_\_  
Ability to perform the scope of service in this RFP.

Witness my hand and seal this \_\_\_\_\_

Agent of Proposer: \_\_\_\_\_  
(name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address of Proposer: \_\_\_\_\_

Telephone Number of Proposer: \_\_\_\_\_

**APPENDIX B**

**Non-Collusion Form and Tax Compliance Form**

Persons submitting a bid or proposal to provide supplies or services to your jurisdiction, or to purchase supplies from your jurisdiction, must submit a certification of non-- collusion and tax compliance.

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other persons. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

\_\_\_\_\_  
(Name)

(Name of business)

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M. G.L. Chapter 62C, § 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes.

Signature

\_\_\_\_\_  
(Name)

(Name of business) \_\_\_\_\_

TOWN OF HARWICH

BILLING AND COLLECTION SERVICE FOR EMERGENCY  
AMBULANCE SERVICE

REQUEST FOR PROPOSAL

PRICE PROPOSAL SHEET

PROPOSAL TO BE AS A FIXED PERCENTAGE RATE OF ACTUAL RECEIPTS ALL  
INCLUSIVE DELIVERED TO THE TOWN OF HARWICH AS FOLLOWS:

\_\_\_\_\_ % Year One

\_\_\_\_\_ % Year Two

\_\_\_\_\_ % Year Three

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOWN, STATE, ZIP \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_



# COASTAL MEDICAL BILLING INC.

9 Main Street Suite 2K • Sutton, Ma 01590 • 866-268-5200 • 508-476-9748 • carla@coastalbilling.com

## TOWN OF HARWICH

Ambulance Billing  
And  
Collection Services  
(RFP)

Non-Price (Technical Proposal)

Prepared by:

Carla VanderBaan  
President



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### Attachments:

Client List

Collection Percentage Reports

NAAC Certified Coder Certificates

Proof of Collection Agency



# COASTAL MEDICAL BILLING INC.

9 Main Street Suite 2K • Sutton, Ma 01590 • 866-268-5200 • 508-476-9748 • carla@coastalbilling.com

November 3, 2017

Town of Harwich  
Christopher Clark, Town Administrator  
732 Main Street  
Harwich, MA 02645

Coastal Medical Billing, Inc. is pleased to submit this information in response to the Town of Harwich's Request for Proposal for an Ambulance Billing and Collection Service.

Coastal Medical Billing, Inc. was formed in March of 1994 and incorporated in June of 1994 for the purpose of providing a full-scale ambulance billing and collection service for municipal ambulance services.

I am the President of Coastal Medical Billing, Inc. I was an Emergency Medical Technician for twenty-four years. I have twenty-six years of ambulance billing experience and was the billing manager of one of New England's largest private ambulance firms. I am actively involved in daily claims administration.

Coastal's philosophy is to go beyond just billing in order to serve our customers. For example, Coastal has hired an attorney specializing in HIPAA Law. Part of the benefit to our customers was a set of sample HIPAA documents that they could use as guides for developing their HIPAA plan. We also prepared the initial HIPAA Business Associate Agreements for all our customers which are normally the responsibility of the firm or, in this case the municipality, hiring a billing service. When the Business Associate Agreements were later amended to include electronic protected health information ("ePHI") we prepared these for our customers also.

Coastal offers on site paper work training for our customers. The course is titled "Trip Report Documentation" and is led by one of our employees who is an EMT, working also for a municipal ambulance service. This course is approved by OEMS for three credit hours.

Our billing software, developed by Sweet Software, now owned by TriTech, is capable of interfacing with most field data programs as well as TriTech's own field data program, ePCR. Coastal has utilized this software vendor since 1995. They are knowledgeable of changes in the industry and react immediately.

Our reports are able to capture a number of statistics. A list of reports has been included and if your reporting needs are not listed, let us know and we will be able to create a custom report for your needs.

Of the twenty two staff members processing claims, eleven have more than five years of ambulance billing experience. We have one active EMT, an inactive EMT, two RN's and a Paramedic.

In addition, we have six Certified Ambulance Coders on our staff with an additional two in the process of certification. Certified Coders are new to the ambulance industry. The course is an intense mix of all facets of ambulance billing.

I am extremely fortunate to have a staff that is caring, compassionate and conscientious.

Coastal has retained the services of the EMS law firm of Page, Wolfberg and Wirth, "the National EMS Industry Law Firm".

In CY 2016 Coastal processed over 110,000 ambulance trips.

Our overall collection rate for all our clients in FY 2016 was 93%, which includes adjustments for greater than allowed amounts (such as Medicare and MA Health) but does not include non-collectable claims that were written off.

Coastal Medical Billing, Inc. is licensed by the Commonwealth of Massachusetts Division of Banks and Loan Agencies as a Debt Collector. (License Number DC0375).

Coastal Medical Billing is a member of the *American Ambulance Association*. This national association offers communications on concerns in the Ambulance industry and an opportunity to lobby for our industry. The AAA membership allows us access to their publications, studies, and legal consultation with their attorney that specializes in Medicare reimbursement.

An annual SSAE-16 Audit is conducted on Coastal Medical Billing. Our most recent audit was completed in November 2017. The audit report is available upon request.

We feel our size gives us the flexibility to respond to our individual customer's needs, the desire to serve our customers and their patients with professional and courteous service, and a competitive price.

Sincerely,

Carla VanderBaan

**The following information is a general description of our billing methods:**

Coastal gathers general patient information and a scenario of the transport from the field data program provided by the Harwich Fire Department. The information on the report form allows Coastal to properly code the claim and give a narrative of the call. Other sources of information are the treating facility and the patient. There will be no change to the current operation of the Harwich Fire Department.

The private pay billing procedure has been adapted to the needs the Harwich Fire Department. Our billing system can easily be modified to adhere to any number of invoice options and we will advise the Town on what method we have found most successful.

Before billing a patient privately, Coastal searches several electronic insurance verification systems to obtain up-to-date insurance available for billing. In the case of motor vehicle accidents, we call the patient or the police department to obtain their auto insurance information .

Coastal's private invoices are itemized invoices. Our invoice includes our toll free number and our hours of operation. We are always willing to assist a patient during business hours.

If insurance information is not available, Coastal will invoice the patient directly to obtain any insurance information. Our private pay patients receive a request with the first private pay invoice for insurance information and signature, if needed. Our invoice includes places on the form to fill out for various types of insurance information. A note on the invoice requests that the patient fill out the applicable insurance information on the form and return to Coastal. A pre-addressed return envelope is included with all private pay invoices. We also offer the option for patients to enter their insurance information through our website.

Coastal will invoice all insurance companies directly. Insurance information and a scenario of the call, with diagnosis and treatment, are used for preparing appropriate forms for billing. The CMS 1500 form is widely accepted by major insurers such as Medicare, HMO's, Workers Compensation and Motor Vehicle Accident claims. If an insurer needs a form other than those listed, Coastal will comply with the insurer's requirements.

Submitting claims electronically is the most effective means of filing with insurers. Coastal's billing software is designed to check all required fields before submission. Electronic filing assures that the claim is in the insurers system immediately and without the errors resulting from claims input manually or scanned.

Coastal can directly download claims to Medicare and Medicaid. The advantage of electronic claims submission is that payment is received from Medicare within two weeks of transmission.

Harwich Fire Department accepts assignment from Medicare and Medicaid. Accordingly, Coastal Medical Billing, Inc. makes the required contractual adjustments when applicable, which is reported on the monthly revenue statement.

If the Fire Department is required to fill out applications for provider numbers, Coastal will obtain the forms and assist the Department in any way we can. Since the Town already invoices for ambulance transports, the provider numbers have been obtained.

Coastal agrees to keep all information confidential. Patient confidentiality is stressed to our staff. We are only allowed to release information to insurance companies based on the patient's signature authorizing such a release.

Requests from attorneys for copies of trip reports concerning motor vehicle accidents or workers compensation claims are normally referred to the Harwich Fire Department. If the department would prefer that Coastal respond to these requests, we would certainly be willing to make the copies providing the requestor provides the proper patient release form.

When applications for waivers are received, Coastal Medical Billing, Inc. will forward the request to the Harwich Fire Department or appropriate official for action. Coastal Medical Billing, Inc. will not process any abatement without approval.

All revenue received by Coastal Medical Billing, Inc. will be received in the name of the Town of Harwich. Revenue is recorded and the proceeds deposited weekly in an account at the bank providing municipal banking services to the Harwich Fire Department. A copy of the deposit slip is mailed to an appropriate official. Coastal Medical Billing, Inc. has no access to these funds.

Coastal offers patients the option to pay via credit card and ACH payment through the Unipay system if the Town wishes to take advantage of this service.

Once remittance has been received from a primary payor, Coastal will invoice any secondary insurance or, if no secondary insurances exist, will invoice the patient for the balance.

All expenses directly or indirectly related to the collection of Harwich Fire Department patients' accounts shall be borne by Coastal Medical Billing, Inc.

Coastal Medical Billing, Inc. will not incur expenses on the Harwich Fire Department's behalf without the Fire Department's prior written consent.

All records and correspondence relating to the Town of Harwich's accounts receivable and the billing service's collection effort will be kept at Coastal Medical Billing's office. The information will be made available for examination by the Town of Harwich, or authorized representative, once the appropriate HIPAA form is signed by the representative.

Reports can be generated on any information input in our computer. If we know that the department is interested in knowing how many residents as opposed to non-residents, or trauma as opposed to MVA or medical we can track and produce reports on this information as well as a number of reports identified later in our response.

A reconcile sheet will be provided monthly to the Harwich Fire Department consisting of monthly billing, revenue received, contractual adjustments and write-offs and aged receivables. Coastal reconciles all our services every month.

Normal monthly reports include:

- Call report which lists all patients transported, the call number, the date of transport, the insurer and the amount charges
- Credit report lists each remittance received by patient, date of service, and provider. The report also lists a summary report of remittance received from each provider
- Credit Adjustment/ Write-Off report lists information in the same format as the credit report but details amounts of adjustments and written off and the reasons for each.
- Accounts Receivable (Aging) lists outstanding accounts by patient in 30, 60, 90 over 120 day columns

Other reports are available and can be customized based on the needs of the Harwich Fire Department. Coastal can basically report on any information entered into our system.

Coastal Medical Billing, Inc. will submit a monthly invoice to the Harwich Fire Department based on a fixed percentage of the remittance deposited as a result of Coastal Medical Billing's efforts.

Coastal Medical Billing, Inc. has planned, purchased software, and trained to be fully HIPAA compliant.

We have worked with an attorney considered to be an expert in HIPAA and who has contracts to conduct training for the Center for Medicare and Medicaid Services (CMS).

Our office staff has been formally trained and has been kept informed of HIPAA requirements, as time has progressed. The confidentiality of patient information has always been a priority at Coastal.

We feel our size gives us the flexibility to respond to our individual customer's needs, the desire to serve our customers and their patients with professional and courteous service, and an extremely competitive price. Our Business Plan doesn't express our desire to become the largest billing service, *just the best.*

## STATEMENT OF SERVICES

### 1. Term of Contract

The contract will be for a maximum of three years commencing on or about January 1, 2018. The contract will have a fixed percentage rate for three years with an annual review of performance to determine continuation of the contract. The Town of Harwich can also extend this agreement for any period of time agreed to by both parties, if the Town of Harwich deems appropriate. In addition, the Town of Harwich may terminate this agreement at any time if it so desires. Termination will be accomplished through a process detailed in Section 8 of this document.

**Coastal Agrees**

### 2. Collection and Deposits

All revenue received by the Billing Service shall be recorded and deposited in an account at the bank providing municipal banking services to the Town of Harwich. Copies of deposits are to be sent to the Town on a weekly basis. A summary of the collection/deposits will be provided to the Fire Chief, Town Treasurer at the end of each month. At the expiration of each month, the billing service shall bill the Town of Harwich for collection charges due the billing service for the actual collections made that month.

The Vendor will provide a Licensed Collection Agent to the Town of Harwich. All accounts that remain delinquent for 180 days after the initial billing to the patient will be transmitted to the Town of Harwich Waiver Administrator and then be referred to a Collection Agent if approved by the Waiver Administrator. Collection agent will then assume full account responsibility with the Town of Harwich.

**Coastal Agrees**

### 3. Ambulance Fees

The Town of Harwich Rate Schedule for ambulance services will serve as the basis for fees for ambulance service.

**Coastal Agrees**



#### 4. Expenses

- a) Refunds: All expenses directly or indirectly related to the collection of the Town of Harwich patient's accounts shall be borne by the billing agent.
- b) Except: As otherwise specifically provided herein, the billing service will not incur expenses on behalf of or without the Town of Harwich's prior consent.

#### Coastal Agrees

#### 5. Other

- a) It is understood that the Town of Harwich accepts assignment from certain providers which include but not limited to MassHealth, Medicare or Medicare/MassHealth. Accordingly, the billing service will make the required contractual adjustments when applicable and will be reported on the monthly revenue statement.
- b) Write-off s and/or reductions of charges will be handled by the Town of Harwich on an abatement basis at their discretion. Requests for abatements or adjustments from patients will be sent to the billing agent, and then sent to the Town of Harwich Treasurer and the Waiver Administrator on a monthly basis.
- c) The proposer is required to describe how delinquent accounts will be processed. The proposer must state that it currently provides collection services for delinquent accounts or state that it does not currently provide collection services for delinquent accounts. The proposer may further describe such collection services if it so desires.

#### Coastal Agrees

**Coastal's Response to item c: Annually a list of delinquent accounts is forwarded to the Town for review for write-off or further collection action. Accounts are determined to be delinquent after every effort of gathering insurance payment or private payment from the patient has been exhausted. We work with several licensed collection agencies and can refer accounts to the agency of choice when directed to do so by the Town.**

## 6. Records and Reports

The billing service will furnish to the Town of Harwich the following reports and data electronically in a format that will allow integration into the Town of Harwich's data system(s);

- a) A monthly recap of reports including an aging report (aged trial balance) at the end of the month reflecting the balance of open receivables.
- b) At a minimum the following reports are required: Commitment amounts, listings of write off s, adjustments credits, and any other reports determined necessary to be able to prove the balance from month to month.
- c) All records and correspondence relating to the Town of Harwich Accounts Receivable and the billing services collection efforts will be available for examination by the Town of Harwich or its authorized representative.
- d) And any other reports/data, in an acceptable format, deemed necessary by the Town of Harwich.

**Coastal Agrees**

## 7. Miscellaneous

- a)The billing service shall delegate an authorized representative for receiving notices and day to day contract administration.
- b) The billing service shall adhere to the collection procedures and time tables specified by the Town of Harwich.
- c)The billing service must be a licensed debt collector in the State of Massachusetts.

**Coastal Agrees**

**Name of Representative: Sue Theising, CAC**

**Coastal Medical Billing, Inc. is licensed by the Commonwealth of Massachusetts Division of Banks and Loan Agencies as a Debt Collector. (License Number DC0375)**

## 8. Termination

The Town of Harwich may terminate this agreement at any time upon sixty (60) days written notice of termination to the billing service, and or the billing service on the anniversary of the contract upon sixty (60) days written notice to the Town of Harwich. Upon termination of the agreement, for whatever reason, the billing service shall deliver up all records and pertinent correspondence concerning the accounts and collection thereto to the Town of Harwich, and the billing service will otherwise cooperate with the Town of Harwich or their assignees to affect an orderly transfer of the collection of the Town of Harwich's accounts receivable. If the Town of Harwich should terminate this agreement, the billing service shall be entitled to receive from the Town of Harwich, any and all commissions due to the billing service up to and including the actual date of termination and transfer of accounts receivable, as well as reimbursement from the Town of Harwich of all expenses incurred by the billing service which remain unpaid at the date of termination. The billing service must turn over all records and have them delivered to a location designated by the Town of Harwich upon termination of the contract.

**Coastal Agrees**

## 9. Provision

The Town of Harwich Fire Department is to provide the billing agency with a copy (paper or electronic) of the Patient Care Report Form including all pertinent information required for billing purposes. In addition, Fire Department ambulance attendants will provide a reasonable effort to gather any additional information such as the responsible insurance company information, date of birth of the patient and any other information that may assist in the billing process. All patient signature requirements will be the responsibility of the provider of service.

Furthermore, the Billing Agency shall research, demonstrate its ability to interface and retrieve data from the Town of Harwich Ambulance Information System(s) and other required formats and must maintain their system to accept/transmit electronic data from the Town of Harwich.

**Coastal Agrees**

## 10. Stipulations

- a) The contract shall be governed by and shall be construed in accordance with the law of the Commonwealth of Massachusetts.
- b) In the event of any conflict or any inconsistency between the Massachusetts General Laws, as amended, and the provisions of this contract, the Massachusetts General Laws shall control. If any of the provisions of this agreement are held to be invalid, such provision or provisions shall be deemed stricken from the agreement and at the option of the Town of Harwich, the remaining provisions shall remain in full force and effect.
- c) The billing service shall hold the Town of Harwich free and harmless from all claims, liability and losses caused by the actions or failures to act on the payment of the billing service, and the billing service shall fully indemnify the Town of Harwich for all such claims, liability and losses should they occur.
- d) The billing service shall have Worker's Compensation Insurance in accordance with the Massachusetts General Laws Chapter 152, as amended, and the billing service shall furnish the Town of Harwich with evidence of this coverage before the execution of the contract.

### Coastal Agrees

## 11. Waiver Handling Policy

Although the Town of Harwich wishes to maximize ambulance collections, we do wish to have compassion for those with financial hardship. A strict waiver policy has been formulated by, and administered by, the Town of Harwich. Please outline your capabilities in dealing with clients that express hardship.

Any Town of Harwich employee that has a medical emergency or injury, while working on duty, the fees for ambulance service may be waived at the discretion of the Waiver Administrator.

### Coastal's response:

Coastal Medical Billing's policy is that every person will be treated with utmost respect and courtesy even if there is any indication of inability to pay. Coastal recognizes that in our dealings with the recipients of the Town of Harwich's ambulance service that every effort is made towards a courteous and compassionate handling of patients. Coastal makes every attempt to determine if primary and/or secondary insurance exists through an in house data-base

search. If the patient is not in our system, an inquiry of two other insurance verification data-bases is available to Coastal before invoicing individuals. If no insurance information is found Coastal will call the patient or, if there is no answer, invoice the patient with a note that requests the patient fill out their insurance information on the back of our invoice and return the information to Coastal in the enclosed envelope.

Coastal will also assist those interested in applying for hardships and forward the information to the Town when received. Our staff is always courteous and sympathetic to the needs of all your patients.

Once a patient relates that the payment of a claim would be a hardship, our staff follows the method that the Town establishes as their policy.

If the patient feels they cannot pay at all, some Towns require a letter from the patient requesting a hardship, other Towns want proof of income, others want a hospital "Free Care" letter and other towns use income guidelines under the Hill-Burton Regulation Schedule.

Specialized policies are offered to meet the unique needs of our clients the following are examples:

#### **HSN Hardships**

HSN policies - some towns have authorized us to reduce the bill to the Mass Health rate for patients qualifying for Health Safety Net, which is a pool of funds that covers hospital bills but not other medical bills. In such cases, we verify HSN status, reduce the bill to Mass Health rate and the offer time payments to the patients.

#### **Letters**

Letters – At the request of some clients, we send specialized letters to patients who have expressed hardship. These letters are designed by the client to meet their criteria and sent to the patient and when received back in our office forwarded to the town for review. Some of these letters offer an area for hardship to be detailed and a waiver requested.

At the request of some clients we supply the hardship request to the town and then the Chief sends a letter to the patient directly asking for more information.

#### **Forms**

Forms – Some of our clients have specialized forms that we send to patients that express hardship. The form generally request information as to household size, income and employment status, etc. These forms are to be completed by the patient and returned to us and/or the client for review and approval or denial

**Terms and Conditions**

By signing this quotation, the Proposer acknowledges and agrees to the following terms and conditions:

1. This Request for Price Quotation is governed by the provisions of M. G. L. Chapter 30B.
2. The Town is exempt from the following taxes: sales, excise and Federal transportation.
3. The Town reserves the right to reject any or all bids when the Town determines that it is in the best interest of the Town to do so.
4. The Town will award the contract to the responsible Proposer offering the needed service at the best quotation.
5. The vendor shall comply with all applicable Federal, State and Local laws.
6. In performance of this contract, the vendor shall not discriminate on the grounds of race, color, religion, national origin, age or sex, in employment practices or in the selection or retention of subcontractors, and in the procurement of material or rental of equipment. The Town may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph.
7. The vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without prior written consent of the Town.

All Quotations must be signed:

*Coastal Medicine Billing*  
Name of Proposer

*Celia Vander Baan*  
Signature of Proposer

*97 Main Street, Suite 2K*  
Address  
*Sutton, MA 01590*

Social Security # \_\_\_\_\_, or Federal Identification 043239754

## MINIMUM QUALIFICATION CRITERIA

In addition to addressing each of the items in the Specification, the proposer must submit, as part of his/her non-price proposal, the following minimum qualification criteria: Initial the appropriate response to each criterion, and include the required documentation in the Non-Price (technical) proposal envelope.

1. A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the Contractor, stating that the offer is effective for at least thirty (30) calendar days from the deadline for the submission of proposals.

YES

NO

**See Attached.**

2. A list of Massachusetts's municipalities for which the contractor has provided billing service. This list is to include a current name, address, and telephone number of references for the selection committee to access. Any negative information generated by reference check shall be cause sufficient to dismiss the proposal as unacceptable. Negative information that shall be considered grounds to render the proposal unacceptable shall be information that shows the service operated in a fashion that reflected negatively on the community served.

YES

NO

**Client list attached.**

3. Proposers must provide a toll free number for the Town's use and for the use of recipients/clients.

YES

NO

**Coastal's toll free number is 1-866-268-5200**

4. List any litigation, with appropriate explanation, in which your firm has been a party (as Plaintiff or Defendant) in the past five years from 2009 through the present.

YES

NO

**Coastal Medical Billing, Inc. has not, at any time, been involved in litigation.**

5. Proposers must provide documentation of certified medical coders/auditors on staff.

YES

NO

**See attached list of coders.**

6. Proposers must be able to interface and receive electronically forms and reports from the Town of Harwich Ambulance Information system.

YES

NO

7. Proposers must be able to have experience with hospital information systems and are currently receiving electronic demographic information.

YES

NO

8. Proposers must list any patient complaints officially recorded with the Town.

YES

NO

**Coastal has no knowledge of any complaints officially recorded with the Town.**



9. Proposers must have an affiliation with a Massachusetts Licensed Collection

Agent

YES

NO

I hereby state that I understand the minimum evaluation criteria and that I have initialed all of the appropriate sections, and further, that I have attached the required information to the summary sheet located at the back of this document.

Signature: Carl VanderBeek

Name/Title: President

## COMPARATIVE EVALUATION CRITERIA

A contractor shall be deemed unacceptable if the minimum evaluation criteria are not met and as a result, as required by law, shall be rejected. However, once it has been determined that the contractor has met all the minimum evaluation criteria, the proposals will be further evaluated by the Town of Harwich using the following comparative evaluation criteria. The ratings of the "Highly Advantageous", "Advantageous", "Less Advantageous", and "Unacceptable", will be used to evaluate the following features of each proposal.

1. How many years of experience does your firm have in billing for municipal ambulance service?

Highly Advantageous: Greater than five years' experience

**Coastal Medical Billing, Inc. has 29 years of municipal ambulance billing experience. Coastal Medical Billing, Inc. was formed in March of 1994. I have twenty-four years of experience in the ambulance industry as an EMT and in ambulance billing for the past twenty-nine years.**

2. How many municipal ambulance services does your firm presently represent? List the municipalities represented along with the name and current phone number of the representative from the community.

Highly Advantageous: More than fifteen ambulance services

**Coastal currently has billing contracts with 63 ambulance services. Our client list is attached.**

3. Collection percentage: The vendor should provide documentation as proof that they can achieve a collection percentage of between 85% and 95%. The vendor has to use comparative payor mix to the Town Of Harwich (Gardner and Webster MA for examples). The proof should be established by comparison with another municipal ambulance service and that will show a collection percentage and the number of a municipal contact person for reference. (The Town of Harwich is interested in a firm with the expertise and efficiency to perform at this level).

**Highly Advantageous:**

Two or more comparative municipalities serviced and documented at a rate of 90% or greater

**Harwich 94.7%**

Dennis Fire Dept. 95.1 %  
Orleans Fire Dept 95.5%  
Eastham Fire Dept 95.2%  
Northbridge Fire Dept. 93.2%  
Uxbridge Fire Dept. 94.3 %  
West Springfield Fire Dept. 91.2 %  
Yarmouth Fire Dept. 94.9%

Chief Mark Dellner 508-398-0363  
Chief Tony Pike 508-255-0050  
Chief Kent Farrenkopf 508-255-2324  
Chief David White 508-234-8448  
Chief Wm. Kessler 508-278-7725  
Chief Wm. Flaherty 413-732-2650  
Chief Phillip Simonian 508-398-2212

4. The billing agency will bill directly to carriers as opposed to billing recipients of the service. If clients need to be billed due to a lack of insurance information, the billing agency should be willing to assist in obtaining client information. Provide documentation on the form provided.

**Highly Advantageous:**

Process claims to all insurance providers, automobile insurance, worker's compensation, homeowners insurance, etc.

Coastal will process all claims to insurance carriers and has extensive experience with Medicare, Medicaid, Worker's Compensation, automobile insurance, HMO, Blue Cross-Blue Shield, and other commercial insurers. Coastal will invoice any and all insurance providers directly.

Coastal Medical Billing will electronically link to Medicare and Medicaid and download claims directly.

Coastal verifies patient insurance coverage through multiple verification sites and interacts with the receiving hospital and local police in the case of auto accidents to verify coverage and bill insurance.

Coastal Medical Billing supplies a form on the back of the private invoice for patient's to complete and return in an enclosed pre-addressed envelope. Coastal also offers the option of sending insurance information through our website [www.coastalbilling.com](http://www.coastalbilling.com)

5. Vendor is required to have Certified Professional Coders/Auditors on staff.

**Highly Advantageous:** Five or more Certified Professional Coders/Auditors on staff

**Coastal has six NAAC Certified Coders on staff. A list of coders and certificate numbers is attached.**

Bidder will integrate with the Harwich Fire Department's current EMS software package (AmbuPro) by utilizing all existing codes for items such as hospitals, medications, insurance carriers, locations, destinations, procedures and employees.

**Coastal Medical Billing, Inc.'s Response:**

**Coastal does integrate with the Harwich Fire Department's current EMS software.**

APPENDIX A

I, Carla Vander Baan President  
Name Title  
of Coastal Medical Billing  
Company Name

Certify under the penalties of perjury that:

1. I duly represent the Proposer and have full authority to execute any and all documents for and on behalf of the Proposer relative to its operation, and
2. If an out-of-state company, a resident agent in the Commonwealth of Massachusetts must be appointed for service of process. The name and address of the company's resident agent is: \_\_\_\_\_
3. I certify that all statements contained herein are true and may be relied upon by the town of Harwich as true and accurate statements of \_\_\_\_\_ ability to perform the scope of service in this RFP.

Witness my hand and seal this \_\_\_\_\_

Agent of Proposer: \_\_\_\_\_  
(name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address of Proposer: \_\_\_\_\_

Telephone Number of Proposer: \_\_\_\_\_

**APPENDIX B**

**Non-Collusion Form and Tax Compliance Form**

Persons submitting a bid or proposal to provide supplies or services to your jurisdiction, or to purchase supplies from your jurisdiction, must submit a certification of non-collusion and tax compliance.

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other persons. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

*Caren VanderBaar*

(Name)

(Name of business) *Coastal Medical Billing*

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M. G.L. Chapter 62C, § 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes.

Signature

*Caren VanderBaar*

(Name)

(Name of business) *Coastal Medical Billing*

**LETTER OF TRANSMITTAL**

**The proposal submitted to the Town of Harwich by**

**Coastal Medical Billing, Inc.**

**is valid until December 10, 2017**

**We fully understand the work to be performed and agree to the requirements outlined in the Request for Proposals.**

**Name** Carla VanderBaan  
**Title** President/Treasurer  
**Company** Coastal Medical Billing, Inc  
9 Main Street Suite 2k  
Sutton, MA 01590  
508-476-9740  
Tax ID 04-3239754

**Signed:** Carla VanderBaan

Client List

Ashburnham Fire 3 Central St. Ashburnham, MA 01430	Chief James Cleveland	978- 827-4021
Ayer Fire Department 1 West Main St.. Ayer, MA 01432	Chief Robert Pedrazzi	978-772-8231
Barre EMS Henry Woods Municipal Building 40 West Street Barre, MA 01005	Andrew Golas Town Administrator	978-355-2504
Bedford Fire Department 55 The Great Road Bedford, MA 01730	Chief David Grunes	781-275-7262
Berlin Fire & EMS Department 23 Linden Street Berlin, MA 01503	Chief Zbikowski	978-838-2444
Bolton EMS PO Box 382. Bolton, MA 01740	Margy Diaz-EMS Director	978- 733-1551
Bourne Fire Department 130 Main Street Buzzards Bay, Ma 02532	Chief Norman Sylvester	508-759-4412
Canton Fire 99 Revere St. Canton, MA 02021	Chief Charles Doody	781- 821-5095
Central Lincoln County Ambulance PO Box 373 Damariscotta, ME 04543	Warren Waltz	207- 563-7105
Chatham Fire 135 Depot St. Chatham, MA 02633	Chief Peter Connick	508- 945-2324
Conway EMS Coordinator 32 Main St. Conway, MA 01341	Jodi Benson	413-369-4235
Dennis Fire	Chief Mark Dellner	508- 394-8300



883 Main St.  
W. Dennis, MA 02670

Devens Fire  
182 Jackson Road  
Devens, Ma 01434

Chief LeBlanc

978-772-4600

R. J. DiLuzio Ambulance Service  
PO Box 692  
Keene, NH 03431

Linda DiLuzio

603- 357-0341

Eastham Fire Department  
2520 State Highway  
Eastham, MA 02642

Chief Kent Farrenkoph

508-255-2324

Easthampton  
32 Payson Ave.  
Easthampton, MA 01027

Chief David Mottor

413- 527-4200  
ext. 2150

Edgartown Fire Department  
68 Pease's Way  
Edgartown, MA 02539

Alex Schaeffer-EMS Director

508-627-5167

Gardner Fire Departmnet  
70 City Hall Ave  
Gardner, Ma 01440

Chief Richard Ares

978-630-4051

Greenfield Fire Department  
412 Main Street  
Greenfield, Ma

Chief Robert Strahan

413-774-4323

Groton BMS Director  
99 Pleasant St.  
Groton MA 01450

Chief Steele McCurdy

978- 448-1137

Harwich Fire  
175 Sisson Rd.  
Harwich, MA 02645

Chief Norman M. Clarke

508- 430-7546

Town of Hatfield  
Main St.  
Hatfield, MA 01038

Steven Gaughan

413-247-0489

Town of Holden  
1384 Main Street  
Holden, MA 01520

Chief John Chandler III

508-210-5650

Hopedale Fire 40 Dutcher St. Hopedale, MA 01747	Chief Tom Daige	508-473-1050
Hopkinton Fire 73 Main St. Hopkinton, MA 01748	Chief Steve Slaman	508- 435-6365
Ker Westerlund Ambulance 57 High St. Brattleboro, VT 05301	Beth Perkins	802- 258-6500
Town of Lancaster 800 Main St. Lancaster, MA 01523	Chief Hanson	978- 537-5552
Londonderry Fire Department 280 Mommoth Rd. Londonderry, NH 03053	Chief Darren O'Brien	603-432-1124
Lower Cape Ambulance Assoc. PO Box 1721 Provincetown, MA 02657	Steve Roderick	508-487-1733
Lunenburg Fire 7 School St. Lunenburg, MA 01462	Chief Patrick Sullivan	978- 582-4155
Town of Marion 50 Spring St Marion, MA 02738	Chief Brian Jackvony	508-748-3550
Marshfield Fire 60 South River St. Marshfield, MA 02050	Chief Hocking	781-834-5546
Town of Mashpee Fire 20 Frank Hicks Dr. Mashpee, MA 02649	Chief Thomas Rullo	508- 539-1457
Mendon Fire Dept 8 Morrison Drive Mendon, MA 01756	Asst. Chief Mark Bucchino	508- 473-5330
Northbridge Fire 193 Main St. Whitinsville, MA 01588	Chief David White	508- 234-8448

Orleans Fire Department 58 Eldredge Parkway Orleans, MA 02653	Chief Tony Pike	508-255-0050
Pepperell Fire Department 59 Main Street Pepperell, MA 01463	Chief Toby Tyler	978-433-2113
Phillipston Fire Department 90 State Rd. Phillipston, MA 01331	Chief Richard Stevens	978-249-6302
Princeton Fire Dept 8 Town Hall Drive Princeton, Ma	Nina Nazarian, Town Admin	978-464-2707
Rockland Fire Department 360 Union Street Rockland, Ma 02370	Chief Scott Duffy	781-878-2123
Rutland Fire Department 240 Main Street Rutland, MA 01543-1300	Chief Seth Knipe	508-886-4107
Sherborn Fire Department 22 North Main Street Sherborn, MA 01770	Chief Kinny	508-653-3270
Southampton Fire Department 204 College Hwy. Southampton, MA 01073	Chief John Workman	413-527-1700
Spencer Rescue & Emergency Squad, Inc. 6 Bixby Rd. 01562-0746	Erika Rivers Office Manager	508-885-4476
Sterling Fire Department 5 Main St. Sterling, MA 01564	Chief David Hurlbut	978-422-3040
Stoughton Fire 1550 Central St. Stoughton, MA 02072	Chief Mike Laracy	781- 344-3170 ext. 9751
Sudbury Fire Department 77 Hudson St. Sudbury, MA 01776	Chief William Miles	978-443-2239

Templeton Fire 2 School St. Baldwinville, MA 01436	Chief Dave Dickie	978-939-2222
Town of Townsend Fire PO Box 565 Townsend, MA 01469	Chief Mark Boynton	978-597-8150
Turners Falls Fire District 180 Turnpike Road Turners Falls, MA 01376	Chief John Zellmann	413-863-4542
Town of Upton 20 Church St. Upton, MA 01567-1535	Chief Aaron Goodale	508-529-3421
Town of Uxbridge 21 S. Main St. Uxbridge, MA 01569	Chief Bill Kessler	508-278-8606
Wareham EMS Director 72 Sandwich Road PO Box 3492 Wareham, MA 02571	David Evans	508-295-6725
Wayland Fire Department 38 Cochituate Rd. Wayland, MA 01778	Chief David Houghton	508-358-69101
Wellfleet Fire 35 Lawrence Rd. Wellfleet, MA 02667	Chief Richard Pauley	508-349-3754
West Bridgewater Fire 99 West Center St. West Bridgewater, MA 02359	Chief Leonard Hunt	508-586-3232
West Brookfield Rescue Squad 3 Cottage St. West Brookfield, MA 01585	Renee Adams White	508-735-9431
Westford Fire EMS Director 51 Main St. Westford, MA 001886	Chief Joe Targ	978-399-2088
Westminster Fire	Chief Kevin Nivala	508-874-2313

7 South St.  
Westminster, MA 01473

West Springfield Fire Department  
44 Van Deene St  
West Springfield, MA 01089

William Flaherty

413-732-2650

Westwood Fire Department  
637 High St.  
Westwood, MA 02090

Chief B. Scoble

781-320-1062

Winchendon Fire  
405 Central St.  
Winchendon, MA 01475

Chief Tom Smith

978-297-5415

Yarmouth Fire Chief  
96 Main St.  
So. Yarmouth, MA 02664

Chief Phillip Simonian

508-398-2212

## 12 Month Charge/Credit Analysis

### COLLECTION PERCENTAGE REPORT

Report for All Companies  
Period Starting July 2015

#### Harwich Fire Department

##### Charge System ID Summary

<u>Charge</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Base Charge	423417	379526	320770	332075	296187	259030	280737	307172	289376	357848	340973	408366	3995477
Mileage Charge	100279	93571	80185	79060	75108	65359	67299	73144	66279	86486	83527	97271	967569
Other Itemized Charge	0	0	0	0	0	0	0	0	0	0	0	25	26
<b>Total Charges</b>	<b>523696</b>	<b>473098</b>	<b>400955</b>	<b>411136</b>	<b>371295</b>	<b>324389</b>	<b>348037</b>	<b>380316</b>	<b>355654</b>	<b>444333</b>	<b>424501</b>	<b>505662</b>	<b>4963073</b>
<b>% of Total</b>	<b>10.6</b>	<b>9.5</b>	<b>8.1</b>	<b>8.3</b>	<b>7.5</b>	<b>6.5</b>	<b>7</b>	<b>7.7</b>	<b>7.2</b>	<b>9</b>	<b>8.6</b>	<b>10.2</b>	

##### Credit System ID Summary

<u>Credit</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Adjustment for Disallow	319187	305294	255490	266570	244697	203347	245715	246280	253043	284474	283639	312208	3219944
Medical Payment	3579	4273	3216	1913	3646	1852	4128	2845	3191	2876	4109	2537	38163
Medicare Payment	50554	48477	45179	42846	41405	37033	36060	34447	38475	46163	38326	48371	507336
Patient Payment for C	26211	10121	16677	9211	12240	5335	5582	5963	2847	6347	6857	8695	116086
Private Insurance Pay	82875	78896	69768	71935	52662	58022	45913	71527	40079	80567	70391	95094	817729
<b>Total Credits</b>	<b>482405</b>	<b>447062</b>	<b>390330</b>	<b>392475</b>	<b>354649</b>	<b>305590</b>	<b>337397</b>	<b>361061</b>	<b>337635</b>	<b>420427</b>	<b>403321</b>	<b>466905</b>	<b>4699258</b>
<b>% of Total</b>	<b>10.3</b>	<b>9.5</b>	<b>8.3</b>	<b>8.4</b>	<b>7.5</b>	<b>6.5</b>	<b>7.2</b>	<b>7.7</b>	<b>7.2</b>	<b>8.9</b>	<b>8.6</b>	<b>9.9</b>	

Cash/Chg %	31.2	30	33.6	30.6	29.6	31.5	26.3	30.2	23.8	30.6	28.2	30.6	29.8
Non-Cash/Chg %	60.9	64.5	63.7	64.8	65.9	62.7	70.6	64.8	71.1	64	66.8	61.7	64.9
Balance Due	41291	26037	10626	18661	16646	18799	10639	19255	18019	23907	21179	38757	263815
Balance Due %	7.9	5.5	2.7	4.5	4.5	5.8	3.1	5.1	5.1	5.4	5	7.7	5.3

Directory Harwich Fire Department

## 12 Month Charge/Credit Analysis

### COLLECTION PERCENTAGE REPORT

Report for All Companies  
Period Starting July 2015

#### Dennis Fire Department

##### Charge System ID Summary

Charge	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Totals
Base Charge	191699	200937	152059	136320	123969	126788	113062	120423	135890	124566	195785	189545	1811043
Lump into Base Chrg	24780	25180	18740	16240	14760	14460	11580	12820	16140	12280	23580	21240	211800
Mileage Charge	35457	37661	29366	26669	23430	22992	21309	22728	26043	23412	34781	33587	337433
Other Itemized Charge	69	0	0	1	9	1	1	0	0	0	0	0	81
<b>Total Charges</b>	<b>252005</b>	<b>263778</b>	<b>200165</b>	<b>179230</b>	<b>162168</b>	<b>164241</b>	<b>145952</b>	<b>155971</b>	<b>178073</b>	<b>160258</b>	<b>254146</b>	<b>244372</b>	<b>2360356</b>
<b>% of Total</b>	<b>10.7</b>	<b>11.2</b>	<b>8.5</b>	<b>7.6</b>	<b>6.9</b>	<b>7</b>	<b>6.2</b>	<b>6.6</b>	<b>7.5</b>	<b>6.8</b>	<b>10.8</b>	<b>10.4</b>	

##### Credit System ID Summary

Credit	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Totals
Adjustment for Disallo	104273	108820	91273	83723	76319	78362	64724	70304	87622	71911	125180	112194	1074706
Medicaid Payment	3134	4272	4700	3288	3109	6550	1830	1451	2907	3690	6190	4707	45829
Medicare Payment	53000	56034	45536	39001	35025	33845	37283	32581	37048	36301	63877	52436	521967
Patient Payment for Ci	9832	10255	3803	3475	2530	2443	2177	2694	3881	3643	5959	5229	55921
Private Insurance Payt	66968	72650	44540	38387	37844	31680	33565	41203	42858	38429	45850	52963	546936
<b>Total Credits</b>	<b>237206</b>	<b>252031</b>	<b>189852</b>	<b>167874</b>	<b>154828</b>	<b>152880</b>	<b>139579</b>	<b>148234</b>	<b>174316</b>	<b>153976</b>	<b>247056</b>	<b>227527</b>	<b>2245359</b>
<b>% of Total</b>	<b>10.6</b>	<b>11.2</b>	<b>8.6</b>	<b>7.5</b>	<b>6.9</b>	<b>6.8</b>	<b>6.2</b>	<b>6.6</b>	<b>7.8</b>	<b>6.9</b>	<b>11</b>	<b>10.1</b>	

Cash/Chg %	52.8	54.3	49.2	47	48.4	45.4	51.3	50	48.7	51.2	48	47.2	49.6
Non-Cash/Chg %	41.4	41.3	45.6	46.7	47.1	47.7	44.3	45.1	49.2	44.9	49.3	45.9	45.5
Balance Due	14799	11746	10313	11355	7340	11361	6372	7737	3757	6282	7089	16845	114997
Balance Due %	5.9	4.5	5.2	6.3	4.5	6.9	4.4	5	2.1	3.9	2.8	6.9	4.9

Directory Dennis Fire Department

## 12 Month Charge/Credit Analysis COLLECTION PERCENTAGE REPORT

Report for All Companies  
 Period Starting July 2015

### ORLEANS FIRE DEPARTMENT

#### Charge System ID Summary

<u>Charge</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Base Charge	183426	198161	168429	149598	119625	131932	158128	107320	130453	128208	141256	133304	1749840
Finance Charge	1	0	0	0	0	0	0	0	0	0	0	0	1
Mileage Charge	68454	74540	59511	56312	47089	48664	55124	40250	46967	47738	49860	51372	545882
Other Itemized Charge	0	0	0	0	1	0	0	0	0	0	0	0	1
<b>Total Charges</b>	<b>251881</b>	<b>272701</b>	<b>227940</b>	<b>205910</b>	<b>166715</b>	<b>180596</b>	<b>213253</b>	<b>147570</b>	<b>177420</b>	<b>175946</b>	<b>191116</b>	<b>184676</b>	<b>2395724</b>
<b>% of Total</b>	<b>10.5</b>	<b>11.4</b>	<b>9.5</b>	<b>8.6</b>	<b>7</b>	<b>7.5</b>	<b>8.9</b>	<b>6.2</b>	<b>7.4</b>	<b>7.3</b>	<b>8</b>	<b>7.7</b>	

#### Credit System ID Summary

<u>Credit</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Adjustment for Disallo	128531	143469	157375	121270	110251	124935	155224	103742	108010	119363	119454	101998	1493624
Medicaid Payment	298	337	301	0	350	922	1148	650	687	2274	749	568	8283
Medicare Payment	21993	24048	27542	23919	18358	23713	26923	14736	19019	23238	23498	19480	266449
Patient Payment for Cr	11217	9271	5641	9417	1322	1387	1620	5674	3751	3377	1392	2907	56975
Private Insurance Payr	66657	81453	28933	44409	32990	23996	24780	16327	37108	20549	40267	44829	462298
<b>Total Credits</b>	<b>228696</b>	<b>258578</b>	<b>219792</b>	<b>199015</b>	<b>163272</b>	<b>174954</b>	<b>209696</b>	<b>141129</b>	<b>168574</b>	<b>168801</b>	<b>185360</b>	<b>169762</b>	<b>2287629</b>
<b>% of Total</b>	<b>10</b>	<b>11.3</b>	<b>9.6</b>	<b>8.7</b>	<b>7.1</b>	<b>7.6</b>	<b>9.2</b>	<b>6.2</b>	<b>7.4</b>	<b>7.4</b>	<b>8.1</b>	<b>7.4</b>	

Cash/Chg %	39.8	42.2	27.4	37.8	31.8	27.7	25.5	25.3	34.1	28.1	34.5	36.7	33.1
Non-Cash/Chg %	51	52.6	69	58.9	66.1	69.2	72.8	70.3	60.9	67.8	62.5	55.2	62.3
Balance Due	23185	14123	8148	6895	3443	5642	3557	6442	8846	7145	5756	14914	108095
Balance Due %	9.2	5.2	3.6	3.3	2.1	3.1	1.7	4.4	5	4.1	3	8.1	4.5

Directory ORLEANS FIRE DEPARTMENT



## 12 Month Charge/Credit Analysis

### COLLECTION PERCENTAGE REPORT

Report for All Companies  
Period Starting July 2015

#### Eastham Fire Department

##### Charge System ID Summary

<u>Charge</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Base Charge	137514	150480	112662	89028	99248	82822	68216	68032	60688	78544	81760	130280	1159274
Finance Charge	0	0	0	0	0	0	0	0	0	0	0	0	0
Mileage Charge	60794	67582	51137	37084	41866	34917	28974	27605	26216	32459	38289	53610	500533
<b>Total Charges</b>	<b>198308</b>	<b>218062</b>	<b>163799</b>	<b>126112</b>	<b>141114</b>	<b>117740</b>	<b>97190</b>	<b>95637</b>	<b>86904</b>	<b>111003</b>	<b>120049</b>	<b>183890</b>	<b>1659808</b>
<b>% of Total</b>	<b>11.9</b>	<b>13.1</b>	<b>9.9</b>	<b>7.6</b>	<b>8.5</b>	<b>7.1</b>	<b>5.9</b>	<b>5.8</b>	<b>5.2</b>	<b>6.7</b>	<b>7.2</b>	<b>11.1</b>	

##### Credit System ID Summary

<u>Credit</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Adjustment for Disallo	121128	134324	96744	88746	102397	72420	59860	64030	57828	66465	70106	110036	1044084
Medicaid Payment	375	1424	1022	1261	1705	380	351	0	351	737	679	1342	9608
Medicare Payment	20364	18760	14039	13035	15640	14068	9305	10881	10096	11764	12962	19942	170855
Patient Payment for C	9253	5395	6472	640	736	918	876	735	726	2909	1198	947	30804
Private Insurance Pay	33058	47366	34088	15781	17549	28002	21485	16786	17890	18645	31505	42339	324495
<b>Total Credits</b>	<b>184177</b>	<b>207269</b>	<b>152365</b>	<b>119464</b>	<b>138029</b>	<b>115768</b>	<b>91876</b>	<b>92432</b>	<b>86891</b>	<b>100519</b>	<b>116451</b>	<b>174606</b>	<b>1579845</b>
<b>% of Total</b>	<b>11.7</b>	<b>13.1</b>	<b>9.6</b>	<b>7.6</b>	<b>8.7</b>	<b>7.3</b>	<b>5.8</b>	<b>5.9</b>	<b>5.5</b>	<b>6.4</b>	<b>7.4</b>	<b>11.1</b>	

Cash/Chg %	31.8	33.5	34	24.4	25.2	36.8	32.9	29.7	33.4	30.7	38.6	35.1	32.3
Non-Cash/Chg %	61.1	61.6	59.1	70.4	72.6	61.5	61.6	67	66.5	59.9	58.4	59.8	62.9
Balance Due	14130	10793	11434	6648	3086	1972	5314	3206	13	10484	3599	9284	79963
Balance Due %	7.1	4.9	7	5.3	2.2	1.7	5.5	3.4	0	9.4	3	5	4.8

Directory Eastham Fire Department

## 12 Month Charge/Credit Analysis

### COLLECTION PERCENTAGE REPORT

Report for All Companies  
Period Starting July 2016

#### Northbridge Fire Department

##### Charge System ID Summary

<u>Charge</u>	<u>Jul 16</u>	<u>Aug 16</u>	<u>Sep 16</u>	<u>Oct 16</u>	<u>Nov 16</u>	<u>Dec 16</u>	<u>Jan 17</u>	<u>Feb 17</u>	<u>Mar 17</u>	<u>Apr 17</u>	<u>May 17</u>	<u>Jun 17</u>	<u>Totals</u>
Base Charge	107630	108961	123602	97829	109263	100793	102366	82764	111804	99099	112893	130741	1287743
Finance Charge	0	0	5	0	0	0	0	0	0	0	0	0	5
Lump into Base Chrg	25477	28610	30946	25592	22821	25301	20056	22064	25531	21883	25579	35151	309010
Mileage Charge	32948	34732	40148	31639	33534	30884	33038	24870	33002	30415	34204	39296	398710
Other Itemized Charge	1	200	0	0	200	200	200	0	0	0	0	0	801
<b>Total Charges</b>	<b>166055</b>	<b>172503</b>	<b>194700</b>	<b>156059</b>	<b>165818</b>	<b>157178</b>	<b>155660</b>	<b>129699</b>	<b>170337</b>	<b>161396</b>	<b>172677</b>	<b>205187</b>	<b>1996268</b>
<b>% of Total</b>	<b>8.3</b>	<b>8.6</b>	<b>9.8</b>	<b>7.8</b>	<b>8.3</b>	<b>7.9</b>	<b>7.8</b>	<b>6.5</b>	<b>8.5</b>	<b>7.6</b>	<b>8.6</b>	<b>10.3</b>	

##### Credit System ID Summary

<u>Credit</u>	<u>Jul 16</u>	<u>Aug 16</u>	<u>Sep 16</u>	<u>Oct 16</u>	<u>Nov 16</u>	<u>Dec 16</u>	<u>Jan 17</u>	<u>Feb 17</u>	<u>Mar 17</u>	<u>Apr 17</u>	<u>May 17</u>	<u>Jun 17</u>	<u>Totals</u>
Adjustment for Disallo	96305	92205	100174	89272	84320	83716	75515	65868	89253	77185	83593	101794	1039200
Medicaid Payment	4330	4028	5170	4156	3640	3073	3446	2309	3949	2985	1786	4206	43078
Medicare Payment	16550	14406	16426	19790	13382	13974	14844	12542	18932	16080	20301	16983	194211
Patient Payment for C	4843	2056	5776	4256	9061	3156	5501	4792	6810	3425	3219	4249	57146
Private Insurance Pay	37678	48658	55138	29020	49127	44421	43477	37840	44184	37955	43452	56036	526985
<b>Total Credits</b>	<b>159706</b>	<b>161353</b>	<b>182686</b>	<b>146495</b>	<b>159530</b>	<b>148340</b>	<b>142783</b>	<b>123351</b>	<b>163128</b>	<b>137629</b>	<b>152351</b>	<b>183268</b>	<b>1860618</b>
<b>% of Total</b>	<b>8.6</b>	<b>8.7</b>	<b>9.8</b>	<b>7.9</b>	<b>8.6</b>	<b>8</b>	<b>7.7</b>	<b>6.6</b>	<b>8.8</b>	<b>7.4</b>	<b>8.2</b>	<b>9.8</b>	

Cash/Chg %	38.2	40.1	42.4	36.9	45.4	41.1	43.2	44.3	43.4	39.9	39.8	39.7	41.1
Non-Cash/Chg %	58	53.5	51.5	57.6	50.9	53.3	48.5	50.8	52.4	51	48.4	49.6	52.1
Balance Due	6349	11150	12016	8564	6288	8838	12876	6348	7209	13767	20326	21919	135649
Balance Due %	3.8	6.5	6.2	5.5	3.8	5.6	8.3	4.9	4.2	9.1	11.8	10.7	6.8

Directory Northbridge Fire Department

## 12 Month Charge/Credit Analysis

### COLLECTION PERCENTAGE REPORT

Report for All Companies

Period Starting July 2015

#### Uxbridge Fire Department

##### Charge System ID Summary

<u>Charge</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Base Charge	96186	79208	81691	92718	89456	92769	85056	86505	115082	90129	81070	82571	1072440
Lump into Base Chrg	9200	6340	8060	8560	7480	8040	7380	6800	10940	8360	5920	7020	94100
Mileage Charge	14351	12516	12332	14163	14589	13614	13665	13572	17586	12704	12405	13257	164753
Other Itemized Charge	0	200	0	0	1000	1000	600	200	1600	1000	800	1200	7601
<b>Total Charges</b>	<b>119737</b>	<b>98262</b>	<b>102083</b>	<b>115441</b>	<b>112526</b>	<b>115423</b>	<b>106701</b>	<b>107077</b>	<b>145208</b>	<b>112193</b>	<b>100195</b>	<b>104048</b>	<b>1338894</b>
<b>% of Total</b>	<b>8.9</b>	<b>7.3</b>	<b>7.6</b>	<b>8.6</b>	<b>8.4</b>	<b>8.6</b>	<b>8</b>	<b>8</b>	<b>10.8</b>	<b>8.4</b>	<b>7.5</b>	<b>7.8</b>	

##### Credit System ID Summary

<u>Credit</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Adjustment for Disallo	50302	44296	43722	54463	50121	59709	48222	53291	65063	46839	51217	41165	608411
Medicaid Payment	1079	2203	907	1512	1203	2516	1326	2243	3357	2235	2957	1767	23304
Medicare Payment	11509	9147	8823	11438	14161	14998	10154	13008	14182	12265	12167	11146	142999
Patient Payment for Ci	1586	3821	1677	2850	4537	2838	1830	3093	6651	2610	2394	6386	40274
Private Insurance Payr	44753	29283	41035	42806	37364	31265	39969	27763	49397	39770	28904	35555	447863
<b>Total Credits</b>	<b>109229</b>	<b>88749</b>	<b>96164</b>	<b>113069</b>	<b>107387</b>	<b>111326</b>	<b>101500</b>	<b>99398</b>	<b>138650</b>	<b>103720</b>	<b>97640</b>	<b>96020</b>	<b>1262851</b>
<b>% of Total</b>	<b>8.6</b>	<b>7</b>	<b>7.6</b>	<b>9</b>	<b>8.5</b>	<b>8.8</b>	<b>8</b>	<b>7.9</b>	<b>11</b>	<b>8.2</b>	<b>7.7</b>	<b>7.6</b>	
<b>Cash/Chg %</b>	<b>49.2</b>	<b>45.2</b>	<b>51.4</b>	<b>50.8</b>	<b>50.9</b>	<b>44.7</b>	<b>49.9</b>	<b>43.1</b>	<b>50.7</b>	<b>50.7</b>	<b>46.3</b>	<b>52.7</b>	<b>48.9</b>
<b>Non-Cash/Chg %</b>	<b>42</b>	<b>45.1</b>	<b>42.8</b>	<b>47.2</b>	<b>44.5</b>	<b>51.7</b>	<b>45.2</b>	<b>49.8</b>	<b>44.8</b>	<b>41.7</b>	<b>51.1</b>	<b>39.6</b>	<b>45.4</b>
<b>Balance Due</b>	<b>10508</b>	<b>9513</b>	<b>5919</b>	<b>2372</b>	<b>5138</b>	<b>4097</b>	<b>5201</b>	<b>7680</b>	<b>6558</b>	<b>8473</b>	<b>2555</b>	<b>8028</b>	<b>76043</b>
<b>Balance Due %</b>	<b>8.8</b>	<b>9.7</b>	<b>5.8</b>	<b>2.1</b>	<b>4.6</b>	<b>3.6</b>	<b>4.9</b>	<b>7.2</b>	<b>4.5</b>	<b>7.6</b>	<b>2.6</b>	<b>7.7</b>	<b>5.7</b>

Directory Uxbridge Fire Department

## 12 Month Charge/Credit Analysis

### COLLECTION PERCENTAGE REPORT

Report for All Companies

Period Starting July 2015

#### WEST SPRINGFIELD FIRE DEPT

##### Charge System ID Summary

<u>Charge</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Base Charge	267100	250150	295300	279400	249150	293800	276000	281700	261300	261500	280250	286300	3281950
Lump Into Base Chrg	63970	54510	64970	56380	57745	61160	69170	69135	74420	67720	68855	74750	782785
Mileage Charge	19693	19064	21798	22168	16067	22971	21210	21419	18971	19693	21512	21733	248299
Other Itemized Charge	3	7	0	0	1	1	16	0	0	0	0	0	28
<b>Total Charges</b>	<b>350766</b>	<b>323731</b>	<b>382068</b>	<b>357948</b>	<b>324963</b>	<b>377932</b>	<b>366395</b>	<b>372254</b>	<b>354691</b>	<b>348913</b>	<b>370617</b>	<b>382783</b>	<b>4313062</b>
% of Total	8.1	7.5	8.9	8.3	7.5	8.8	8.5	8.6	8.2	8.1	8.6	8.9	

##### Credit System ID Summary

<u>Credit</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Adjustment for Disallo	174305	171070	197210	172704	174637	192719	187333	189816	191756	188778	200158	199239	2239725
Medicaid Payment	6993	8670	8959	11037	9587	10531	6665	10000	9442	9435	12600	8550	112448
Medicare Payment	36564	39504	37104	33848	30240	40419	37105	36112	37863	37682	35890	44911	447243
Patient Payment for Cr	10056	8366	10304	4592	6961	8151	7787	8468	4984	5592	6469	9510	91241
Patient Payment for Ni	0	0	95	95	1095	0	0	25	100	0	250	0	1659
Private Insurance Pay	90413	66361	98127	100917	79664	97965	89587	96003	77919	75489	86156	81020	1039620
<b>Total Credits</b>	<b>318331</b>	<b>293972</b>	<b>351799</b>	<b>323192</b>	<b>302164</b>	<b>349785</b>	<b>328476</b>	<b>340423</b>	<b>322064</b>	<b>316976</b>	<b>341523</b>	<b>343231</b>	<b>3931936</b>
% of Total	8.1	7.5	8.9	8.2	7.7	8.9	8.4	8.7	8.2	8.1	8.7	8.7	

Cash/Chg %	41.1	38	40.5	42	39.2	41.6	38.5	40.5	36.7	36.7	38.1	37.6	39.2
Non-Cash/Chg %	49.7	52.8	51.6	48.2	53.7	51	51.1	51	54.1	54.1	54	52.1	51.9
Balance Due	32435	29759	30270	34756	22799	28147	37919	31831	32627	31937	29094	39552	381126
Balance Due %	9.2	9.2	7.9	9.7	7	7.4	10.3	8.6	9.2	9.2	7.9	10.3	8.8

Directory WEST SPRINGFIELD FIRE DEPT

## 12 Month Charge/Credit Analysis

### COLLECTION PERCENTAGE REPORT

Report for All Companies

Period Starting July 2015

#### Yarmouth Ambulance

##### Charge System ID Summary

<u>Charge</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Base Charge	336520	328817	284746	269842	249315	241429	243441	238092	259830	274643	267877	264128	3258681
Finance Charge	0	0	0	3	0	0	0	0	0	0	2	0	5
Lump into Base Chrg	29980	24180	21240	19860	16540	19400	18360	16600	19720	20800	21980	21220	249880
Mileage Charge	30406	27849	25144	23509	21067	22209	21176	20622	24342	24215	23021	23334	286895
Other Itemized Charge	0	0	0	0	1	0	3	0	0	0	0	0	4
<b>Total Charges</b>	<b>396906</b>	<b>380845</b>	<b>331130</b>	<b>313214</b>	<b>286923</b>	<b>283039</b>	<b>282980</b>	<b>275314</b>	<b>303893</b>	<b>319658</b>	<b>312880</b>	<b>308682</b>	<b>3795466</b>
<b>% of Total</b>	<b>10.5</b>	<b>10</b>	<b>8.7</b>	<b>8.3</b>	<b>7.6</b>	<b>7.5</b>	<b>7.5</b>	<b>7.3</b>	<b>8</b>	<b>8.4</b>	<b>8.2</b>	<b>8.1</b>	

##### Credit System ID Summary

<u>Credit</u>	<u>Jul 15</u>	<u>Aug 15</u>	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>	<u>Mar 16</u>	<u>Apr 16</u>	<u>May 16</u>	<u>Jun 16</u>	<u>Totals</u>
Adjustment for Disallow	203255	190483	173697	167164	139980	148198	151805	142279	158222	170249	157890	151642	1954864
Medicaid Payment	7531	4675	4954	6854	4109	4027	5812	4476	5512	4613	4898	3704	61165
Medicare Payment	80131	81405	67539	64626	52139	60131	54644	56175	68767	73594	68004	61068	788223
Patient Payment for Cr	10397	9574	3388	3032	8797	2880	8468	5796	6263	6550	7076	5962	78183
Private Insurance Payi	67319	76862	66779	58733	59239	53405	54109	53968	52411	56286	58668	70664	728443
<b>Total Credits</b>	<b>368634</b>	<b>362999</b>	<b>316357</b>	<b>300407</b>	<b>264263</b>	<b>268641</b>	<b>274840</b>	<b>262694</b>	<b>291175</b>	<b>311292</b>	<b>296537</b>	<b>293041</b>	<b>3610878</b>
<b>% of Total</b>	<b>10.2</b>	<b>10.1</b>	<b>8.8</b>	<b>8.3</b>	<b>7.3</b>	<b>7.4</b>	<b>7.6</b>	<b>7.3</b>	<b>8.1</b>	<b>8.6</b>	<b>8.2</b>	<b>8.1</b>	

Cash/Chg %	41.7	45.3	43.1	42.5	43.3	42.6	43.5	43.7	43.8	44.1	44.3	45.8	43.6
Non-Cash/Chg %	51.2	50	52.5	53.4	48.8	52.4	53.6	51.7	52.1	53.3	50.5	49.1	51.5
Balance Due	28273	17846	14773	12807	22660	14398	8141	12620	12718	8366	16344	15642	184588
Balance Due %	7.1	4.7	4.5	4.1	7.9	5.1	2.9	4.6	4.2	2.6	5.2	5.1	4.9

Directory Yarmouth Ambulance

# National Academy of Ambulance Compliance

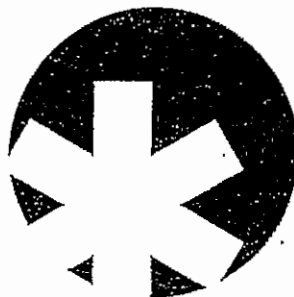
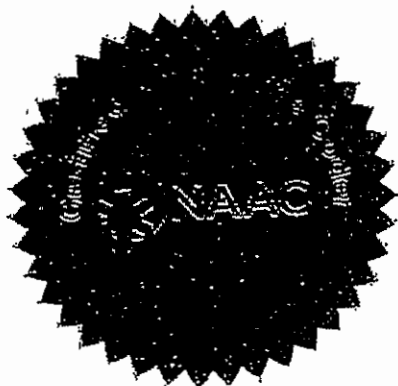
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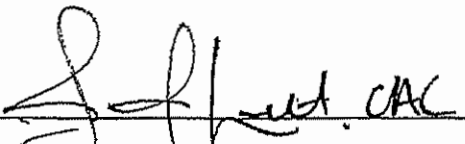
Leslie Sebastiao

has successfully completed the course of study prescribed  
to be awarded this certificate as a

## Certified Ambulance Coder

Given this twenty-fourth day of January, 2017



  
Authorized Official

**Certified Ambulance Coder®**

Name: Kathy Yacino  
(First Name / Last Name)

Certification Number: NAAC00008679

This Card Expires: 4/30/2018  
(Recert Due)

Signature: *Kathleen Yacino*

This certifies that the individual named above has successfully completed the CAC course of study and written examination.



**Certified Ambulance Coder®**

Name: Marybeth Alix  
(First Name / Last Name)

Certification Number: NAAC00002443

This Card Expires: 4/30/2018  
(Recert Due)

Signature: *Marybeth Alix*

This certifies that the individual named above has successfully completed the CAC course of study and written examination.



**Certified Ambulance Coder®**

Name: Lauren McGrath  
(First Name / Last Name)

Certification Number: NAAC00002175

This Card Expires: 8/31/2017  
(Recert Due)

Signature: *Lauren B. McGrath*

This certifies that the individual named above has successfully completed the CAC course of study and written examination.



**Certified Ambulance Coder®**

Name: Sue Thiesing  
(First Name / Last Name)

Certification Number: NAAC00002450

This Card Expires: 4/30/2018  
(Recert Due)

Signature: *Sue Thiesing*

This certifies that the individual named above has successfully completed the CAC course of study and written examination.



**Certified Ambulance Coder®**

Name: Jackie Go  
(First Name / Last Name)

Certification Number: NAAC00003718

This Card Expires: December 31, 2017  
(Recert Due)

Signature: *Jackie Go*

This certifies that the individual named above has successfully completed the CAC course of study and written examination.





### Coastal Medical Billing, Inc.

NMLS ID: 952163      Street Address: 9 Main Street, Suite 2K  
 Manchaug, MA 01526      Phone: 608-476-9740      Website: www.coastalbilling.com  
 Mailing Address: 9 Main Street, Suite 2K      Toll-Free Number: Not provided      Email: carla@coastalbilling.com  
 Manchaug, MA 01526      Fax: 608-476-9748

Other Trade Names: None  
 Prior Other Trade Names: None  
 Prior Legal Names: None  
 Sponsored MLOs: 0

Fiscal Year End: 12/31    Formed in: Massachusetts, United States    Date Formed: 06/31/1994    Stock Symbol: None    Business Structure: Corporation

Regulatory Actions: None posted in NMLS.

Branch Locations: No Branch Locations in NMLS

#### State Licenses/Registrations (Displaying 1 Active of 1 Total)

Regulator	Lic/Reg Name	Authorized to Conduct Business	Consumer Complaint
Massachusetts	Debt Collector	Yes	Submit to Regulator

**Regulatory Actions** While some state and federal agencies may add actions taken in previous years against a licensee, the majority are adding only new actions from 2012 or later. To view complete information regarding regulatory actions posted by the agency, click any regulator link.

No regulatory actions have been posted in NMLS.

Information made available through NMLS Consumer Access<sup>SM</sup> is derived from NMLS (Nationwide Multistate Licensing System / Nationwide Mortgage Licensing System and Registry) the financial services industry's online registration and licensing database. NMLS was created by the Conference of State Bank Supervisors (CSBS) and the American Association of Residential Mortgage Regulators (AARMR) and is owned and operated by the State Regulatory Registry LLC (SRR), a wholly owned subsidiary of CSBS. For more information about the System, please visit the NMLS Resource Center or the NMLS Federal Registry Resource Center websites. | [Download PDF Reader](#)



CERTIFICATE OF VOTE

I, Marc VanderBaen, Clerk of

Coastal Medical Billing, Inc, hereby certify that, at a meeting of the Board of Directors of said Corporation duly held on JAN 2, 2017, at which a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

"VOTED: That

Carla VanderBaen, President  
(NAME OF OFFICER AUTHORIZED TO SIGN FOR CORPORATION)

be and hereby is authorized, directed and empowered for, in the name and on behalf of this Corporation to sign seal with the corporation seal, execute, acknowledge and deliver all contracts, bonds, and other obligations of this Corporation: the execution of any such contract, bond or obligation by such to be valid and binding upon this Corporation for all purposes, and that a certificate of the Clerk of this Corporation setting forth this vote shall be delivered to the Town of Norwood; and that this vote shall remain in full force and effect unless and until the same has been altered, amended, or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation is delivered to the Town of Norwood."

I further certify that Carla VanderBaen is the duly elected  
(NAME OF OFFICER)

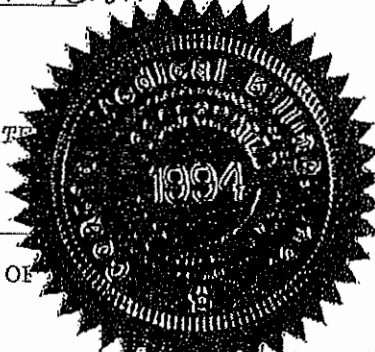
President of said Corporation.  
(TITLE)

Signed: Marc J. VanderBaen  
(CLERK/SECRETARY)

Place of Business: 9 mainstreet suite 2K, Sutton ma 01590

AFFIX CORPORATE

COUNTERSIGNATURE: \_\_\_\_\_  
(NAME AND TITLE OF)



In the event that the Clerk or Secretary is the same person as the Officer authorized to sign that contract or other instrument for the Corporation, this certificate must be countersigned by another officer of the Corporation.

TOWN OF HARWICH  
BILLING AND COLLECTION SERVICE FOR  
EMERGENCY AMBULANCE SERVICE

REQUEST FOR PROPOSAL

PRICE PROPOSAL SHEET

PROPOSAL TO BE AS A FIXED PERCENTAGE RATE OF ACTUAL RECEIPTS  
ALL INCLUSIVE DELIVERED TO THE TOWN OF HARWICH AS FOLLOWS:

3 % Year One  
3 % Year Two  
3 % Year Three

DATE: 11-8-17  
SIGNED: Caren VanderBaar  
TITLE: President  
COMPANY NAME: Coastal Medical Billing  
ADDRESS: 9 Main Street, Suite 2K  
TOWN, STATE, ZIP: Sutton, MA 01590  
TELEPHONE NUMBER: 866-268-5200  
FAX NUMBER: 508-476-9748

**TOWN OF HARWICH FIRE DEPARTMENT  
Business Associate Contract with Coastal Medical Billing, Inc.**

1. COASTAL MEDICAL BILLING, INC. shall carry out its obligations under this Agreement in compliance with the privacy, security and breach rules pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, et seq., ("HIPAA"), American Recovery and Reinvestment Act of 2009 (ARRA) (Pub.L. 111–5, HITECH Act and its related regulations, the Omnibus Rule, and related guidance documents, to protect the privacy of and safeguard any personally identifiable protected health information ("PHI") and electronic protected health information ("ePHI") that is collected, processed or learned as a result of the Billing Services provided hereunder.

Definitions

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

(a) Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean **COASTAL MEDICAL BILLING, INC.**

(b) Covered Entity. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean **TOWN OF HARWICH FIRE DEPARTMENT.**

(c) HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

In conformity therewith, COASTAL MEDICAL BILLING, INC. agrees that it will:

- a. Not use or further disclose PHI and ePHI created or received by COASTAL MEDICAL BILLING, INC. on behalf of TOWN OF HARWICH FIRE DEPARTMENT, except as permitted under this Agreement or required by law;
- b. Implement administrative, physical and technical safeguards, including risk analysis, that reasonably and appropriately protect the confidentiality, integrity and availability of the electronic PHI that COASTAL MEDICAL BILLING, INC. creates, receives, maintains or transmits on behalf of the TOWN OF HARWICH FIRE DEPARTMENT in accordance with the applicable requirements of 45 C.F.R. Part 164, except as permitted by this Agreement;
- c. To the extent that COASTAL MEDICAL BILLING, INC. is to carry out one or more of the covered entity's obligation(s) under Subpart E of 45 CFR Part 164, COASTAL MEDICAL BILLING, INC. will comply with the requirements of Subpart E to the covered entity in performance of such obligation(s);

- d. COASTAL MEDICAL BILLING, INC. agrees to make uses and disclosures for protected health information subject to the Minimum Necessary requirements in 45 CFR. 164.502(b) and 164.514(d).
- e. Mitigate, to the extent practicable, any harmful effect that is known to COASTAL MEDICAL BILLING, INC. of a use or disclosure of PHI by COASTAL MEDICAL BILLING, INC. in violation of this Agreement;
- f. Report to TOWN OF HARWICH FIRE DEPARTMENT any use or disclosure of PHI not provided for by this Agreement of which COASTAL MEDICAL BILLING, INC. becomes aware as required by 45 CFR 164.410;
- g. Report to the TOWN OF HARWICH FIRE DEPARTMENT any security incident or breach of which it becomes aware;
- h. Ensure that any agents or subcontractors to whom COASTAL MEDICAL BILLING, INC. provides PHI and ePHI created or received from TOWN OF HARWICH FIRE DEPARTMENT on behalf of COASTAL MEDICAL BILLING, INC., or who have access to PHI, agree to the same restrictions and conditions that apply to COASTAL MEDICAL BILLING, INC. with respect to such PHI, and ePHI;
- i. Ensure that any agent, including subcontractor, to whom COASTAL MEDICAL BILLING, INC. provides ePHI agrees in writing to implement reasonable and appropriate safeguards to protect such PHI and ePHI;
- j. Incorporate any amendments to PHI and ePHI pursuant to 45 CFR 164.526 when notified to do so by TOWN OF HARWICH FIRE DEPARTMENT, in the time and manner designated by TOWN OF HARWICH FIRE DEPARTMENT;
- k. Provide to TOWN OF HARWICH FIRE DEPARTMENT, or an individual, in the time and manner designated by TOWN OF HARWICH FIRE DEPARTMENT in accordance with the HIPAA Privacy rule Section 164.528, to permit TOWN OF HARWICH FIRE DEPARTMENT to respond to a request by an individual for an accounting of all uses or disclosures of PHI and ePHI made by COASTAL MEDICAL BILLING, INC. as required under the HIPAA privacy rule within 60 days;
- l. Make its internal practices, books and records relating to the use and disclosure of PHI and ePHI created or received by COASTAL MEDICAL BILLING, INC. available to TOWN OF HARWICH FIRE DEPARTMENT, or at the request of TOWN OF HARWICH FIRE DEPARTMENT available to the Secretary of the U.S Department of Health and Human Services for purposes of determining COASTAL MEDICAL BILLING', INC. and TOWN OF HARWICH FIRE DEPARTMENT'S compliance with HIPAA privacy, security, and breach rules; and
- m. At the termination of this Agreement, return or destroy all PHI and ePHI received from, or-created or received by COASTAL MEDICAL BILLING, INC. on behalf of

TOWN OF HARWICH FIRE DEPARTMENT, and if return is infeasible, the protections of this agreement will extend to such PHI. If this Agreement cannot be terminated, it will be reported to the Office for Civil Rights.

2. COASTAL MEDICAL BILLING, INC. uses the **TriTech Emergency Medical Systems** software to do the functions outlined in paragraph 3.
3. The specific uses and disclosures of PHI that may be made by COASTAL MEDICAL BILLING, INC. on behalf of TOWN OF HARWICH FIRE DEPARTMENT include:
  - a. The preparation of invoices and claims transactions to patients, carriers, insurers and others responsible for payment or reimbursement of the services provided by TOWN OF HARWICH FIRE DEPARTMENT to its patients;
  - b. Preparation of reminder notices and documents pertaining to collections of overdue accounts;
  - c. The submission of supporting documentation to carriers, insurers and other payers to substantiate the health care services provided by TOWN OF HARWICH FIRE DEPARTMENT to its patients or to appeal denials of payment for same.
  - d. Uses required for the proper management of the COASTAL MEDICAL BILLING, INC. as a business associate to TOWN OF HARWICH FIRE DEPARTMENT.
  - e. Other uses or disclosures of PHI as permitted by HIPAA privacy, security and breach rules.
  - f. In the event the TOWN OF HARWICH FIRE DEPARTMENT contracts with a collection agency, TOWN OF HARWICH FIRE DEPARTMENT AMBULANCE authorizes COASTAL MEDICAL BILLING, INC. to send uncollectible claims to \_\_\_\_\_ Collection Agency.
4. Notwithstanding any other provisions of this Agreement, this Agreement may be terminated by TOWN OF HARWICH FIRE DEPARTMENT, in its sole discretion, and after providing COASTAL MEDICAL BILLING, INC. an opportunity to cure a material breach or end a violation within a time specified by TOWN OF HARWICH FIRE DEPARTMENT, if TOWN OF HARWICH FIRE DEPARTMENT determines that COASTAL MEDICAL BILLING, INC. has violated a term or provision of this Agreement pertaining to COASTAL MEDICAL BILLING, INC.'S obligations under the HIPAA privacy, security and breach rules, or if COASTAL MEDICAL BILLING, INC. engages in conduct which would, if committed by TOWN OF HARWICH FIRE DEPARTMENT AMBULANCE SERVICE, result in a violation of the HIPAA privacy, security and breach rules by TOWN OF HARWICH FIRE DEPARTMENT AMBULANCE SERVICE.

IN WITNESS HEREOF, the parties hereto, each acting under due and proper authority, have executed this Agreement as of the day, month and year first written below.

Coastal Medical Billing, Inc.

By: Cathy Vander Baan  
(Authorized Signature)

Name: CATHY VANDERBAAN  
(Type or Print)

Title: President

Date: 9-4-2013

Hargraves Fire Dept  
(Ambulance Company Name)

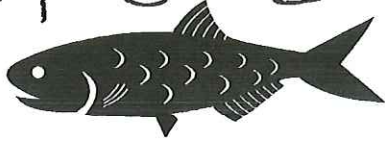
By: [Signature]  
(Authorized Signature)

Name: ANDREW M. CHEKE, JR  
(Type or Print)

Title: Chief

Date: 9-11-13

# Cape Sea Grille



January 17, 2018

Mr. Michael MacAskill  
Chairman of the Board of Selectmen  
Harwich Town Hall  
732 Main St.  
Harwich, MA 02645

Dear Mr. MacAskill,

We would like to request to close from February 1<sup>st</sup> to February 28<sup>th</sup> for cleaning and renovations. While we are very excited to be open year-round, we have many projects that we won't be able to accomplish while the restaurant is open.

Thank you in advance for your consideration.

A handwritten signature in blue ink, appearing to read "Jennifer &amp; Doug Ramler".

Jennifer & Doug Ramler  
Cape Sea Grille  
31 Sea St.  
Harwich Port, MA 02646

508-432-4745

31 Sea Street, Harwich Port, MA 02646

[www.cape-seagrille.com](http://www.cape-seagrille.com)


Chef Douglas Ramler and Jennifer Ramler, Manager





# MEMO

TO Christopher Clark  
Town Administrator

FROM Ann Steidel   
Administrative Secretary

CC Board of Selectmen

DATE January 23, 2018

SUBJECT Seasonal Liquor Licenses interested in Annual Liquor Licenses

---

The following Seasonal Liquor License holders have indicated interest in obtaining Annual Liquor Licenses through Special Legislation:

Cape Sea Grille  
Ember  
Wequassett Inn

31 Sea St., Harwich Port  
600 Route 28, Harwich Port  
2173 Route 28, Harwich

I have attached a draft article for Town Meeting, a sample letter that was sent to the licenses holders, as well as the Special Legislation from 2011.

**DRAFT ARTICLE**

**SPECIAL LEGISLATION TO INCREASE LICENSES**

ARTICLE : To see if the Town will vote to authorize the Board of Selectmen to file the following Home Rule petition with the General Court, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition:

**AN ACT AUTHORIZING THE TOWN OF HARWICH TO ISSUE ADDITIONAL LIQUOR LICENSES.**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. The Town of Harwich shall be exempt from the quotas established under Section 17 of Chapter 138 as it relates to the number of licenses its licensing authority may issue pursuant to Section 12 of Chapter 138 by three (3) licenses, bringing the number of said licenses from fifteen (15) to eighteen (18).

SECTION 2. The licensing authority shall grant licenses to the following business entities:

Blue Stripe LLC d/b/a Cape Sea Grille located at 31 Sea St., Harwich Port, MA  
Ember Pizza, Inc. d/b/a Ember located at 600 Route 28, Harwich Port, MA  
Pleasant Bay Group Inc. d/b/a Wequassett Inn located at 2173 Route 28, Harwich, MA

SECTION 3. This act shall take effect upon its passage.

and to act fully thereon. By request of the Board of Selectmen.

December 6, 2017

The Board of Selectmen, acting as Local Licensing Authority, is considering petitioning the State Legislature to make an Annual All Alcoholic Beverage Pouring License available in your area. At this time we are seeking to determine whether there is an interest in obtaining such a license by our Seasonal license holders.

It is important to understand that licenses are granted to serve the public need and licensees are expected to operate the license for a substantial number of hours on all days when the premises are permitted to be open under the terms of the license. No licensee may close its place of business for any reason other than the following:

1. Upon approval of a request to the Licensing Authority for closing in order to do renovations for a reasonable time;
2. For all holidays and religious days;
3. A closing of one or more days per week upon approval of a request to the Authority and a showing by the licensee that it does not have adequate business upon such days.
4. A closing due to an act of God, natural disaster, illness or some other business problem for which request has been made to the Authority and approval granted.

Successfully obtaining Special Legislation can be a long process and there are no guarantees. If you have a serious interest in potentially obtaining an Annual All Alcoholic Beverages License in place of your current Seasonal license, please email Ann Steidel at [asteidel@town.harwich.ma.us](mailto:asteidel@town.harwich.ma.us) by January 6, 2018.

Sincerely,

Christopher Clark  
Town Administrator

cc: Chief David Guillemette, Police Dept.

THE COMMONWEALTH OF MASSACHUSETTS

In the Year Two Thousand and Ten

AN ACT AUTHORIZING THE TOWN OF HARWICH TO ISSUE AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES TO BE DRUNK ON THE PREMISES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. (a) Notwithstanding sections 17 and 17A of chapter 138 of the General Laws, the licensing authority of the town of Harwich may convert 1 currently issued seasonal license for the sale of all alcoholic beverages to be drunk on the premises under section 12 of said chapter 138, currently issued to Back Nine Café, LLC., located at 183 Oak street, to an annual license for the sale of all alcoholic beverages to be drunk on the premises under said section 12 of said chapter 138. The license granted under this section shall be subject to all of said chapter 138 except said sections 17 and 17A.

(b) The licensing authority shall not approve the transfer of the license to any other location, but it may grant the license to a new applicant at the same location if the applicant for the license files with the authority a letter from the department of revenue indicating that the license is in good standing with the department and that all applicable taxes have been paid.

(c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority which may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

SECTION 2. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the town of Harwich may grant a license for the sale of all alcoholic beverages to be drunk on the premises under section 12 of said chapter 138, to Patrick Wiseman and Annie Wiseman doing business at 86 Sisson road, state highway route 39, Harwich Port.

(b) The licensing authority shall not approve the transfer of the license to any other location, but it may grant the license to a new applicant

H 5026


at the same location if the applicant for the license files with the authority a letter from the department of revenue indicating that the license is in good standing with the department and that all applicable taxes have been paid.

(c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority which may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

SECTION 3. This act shall take effect upon its passage.

House of Representatives, January 4, 2011.

Passed to be enacted,

 , Speaker.

In Senate, January 4, 2011.

Passed to be enacted,

 , President.

13 January 2011.  
Approved,

at 2 o'clock and 00 minutes, P. M.

  
Governor.

## Ann Steidel

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**From:** Christopher Clark  
**Sent:** Thursday, January 18, 2018 9:27 AM  
**To:** Ann Steidel  
**Subject:** FW: Annual Full Liquor License for Harwich Port Restaurant

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**From:** Peake, Sarah - Rep. (HOU) [mailto:Sarah.Peake@mahouse.gov]  
**Sent:** Wednesday, January 17, 2018 3:26 PM  
**To:** Cape Sea Grille <capeseagrille@aol.com>  
**Cc:** Ferrara, Sarah (HOU) <Sarah.Ferrara@mahouse.gov>; Smith, Dorothy M. (HOU) <Dorothy.Smith@mahouse.gov>; Christopher Clark <cclark@town.harwich.ma.us>  
**Subject:** Re: Annual Full Liquor License for Harwich Port Restaurant

Hi Jennifer and Doug, I would be delighted to file legislation to obtain an over quota liquor license for you. Before I can file this bill however, I will need a vote of the Harwich board of selectmen requesting this over quota license.

I am copying the town administrator on this email. If he needs a template for that motion, we can supply one to him. The motion should contain language regarding who the proprietor is (corporate name if any and the dba), the address of the property.

As soon as I receive a certified copy of their vote I will immediately file the legislation and get it moving.

Please call my research analyst Sarah Ferrara with any questions.

Sarah

Sarah Peake  
617.722.2040  
[sarah.peake@MAhouse.gov](mailto:sarah.peake@MAhouse.gov)

Sent from my iPhone

On Jan 17, 2018, at 12:45 PM, Cape Sea Grille <[capeseagrille@aol.com](mailto:capeseagrille@aol.com)> wrote:

Dear Ms. Peake,

My husband Douglas and I own the Cape Sea Grille in Harwich Port. We have been a seasonal restaurant for the last 16 years and decided to go year-round in 2018. We have a Seasonal Full Liquor License and were not able to obtain an Annual Full Liquor license as there are none available in Harwich. We were approved for an Annual Wine and Malt Beverage License that will cover the 2 1/2 months that are not covered by our seasonal license. During our meeting with the Board of Selectman, they said they would approve us for an Annual Full Liquor License if one was available in the Town of Harwich.

We are writing to ask if you would consider putting forth Special Legislation that would allow us to obtain an Annual Full Liquor License from the state, to be held in the Town of Harwich. We have seen business

in the off-season continue to grow in our many years in Harwich Port. We feel that being open in the winter months would be an asset to the town and we would like to operate during those months as we do the rest of the year.

We would be very grateful for help with this matter. Please let us know if there is anything we need to do to assist in the process.

With kind regards,  
Jennifer & Doug Ramler

Cape Sea Grille  
31 Sea Street  
P.O. Box 414  
Harwich Port, MA 02646  
508-432-4745  
[www.cape-seagrille.com](http://www.cape-seagrille.com)



# CAPE COD

R E G I O N A L



## **FY19 Budget Presentation Harwich BOS**

*January 29, 2018*



# **Cape Cod Tech**

## **Finance Committee**

**Anthony Tullio** – Wellfleet (chair)

**Dave Bloomfield** – Mashpee

**Ann Williams** – Barnstable

**Stefan Galazzi** – Orleans

**Buck Upson** – Chatham



# **Cape Cod Tech's Harwich Representatives – Thank you!**

## **School Committee**

**Lee Culver**

**Robert Furtado**

## **School Building Committee**

**Christopher Clark**

**Lee Culver**

**Paul Funk**

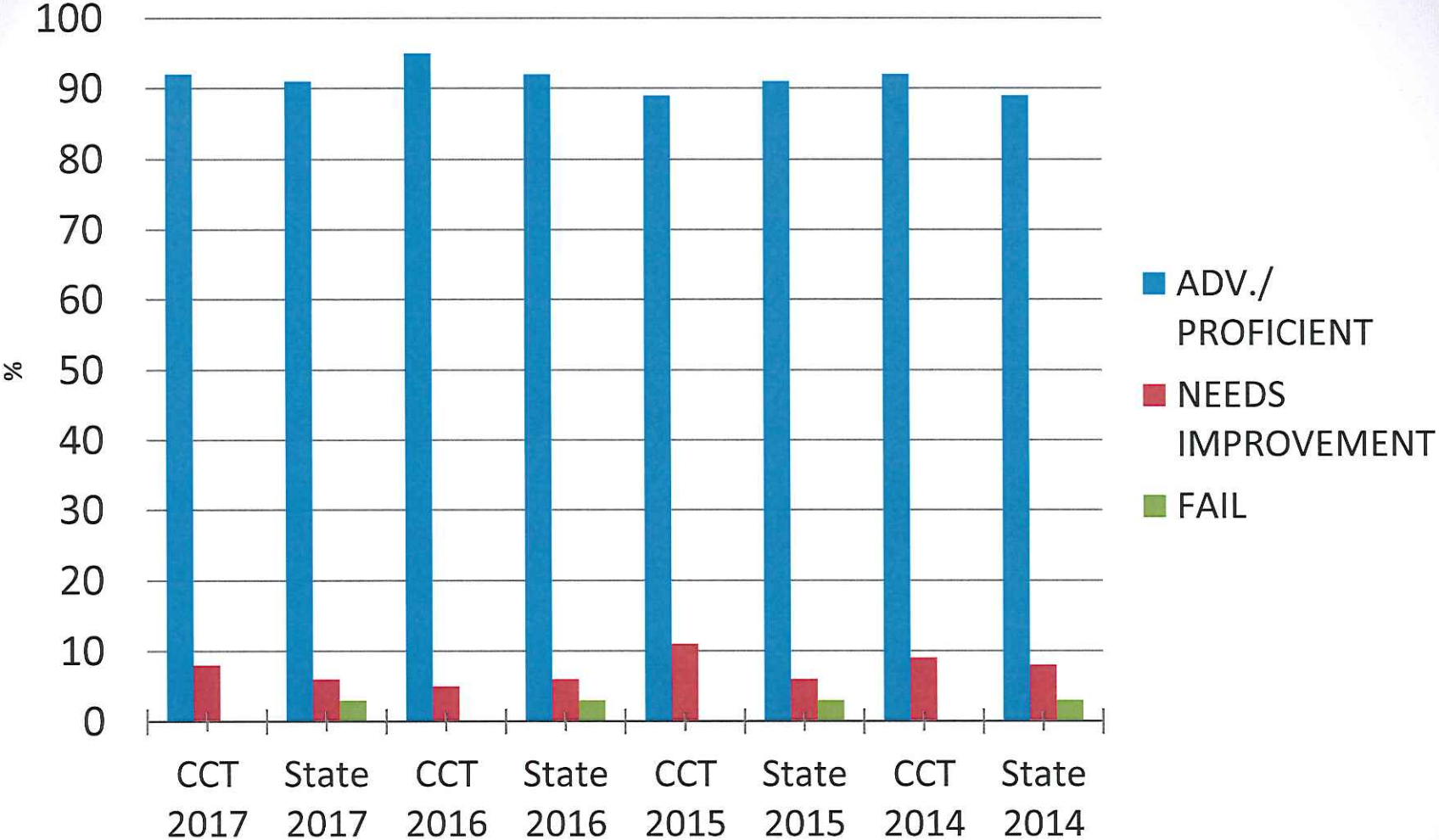
**Bruce Young**

# FY19 Enrollment by Town

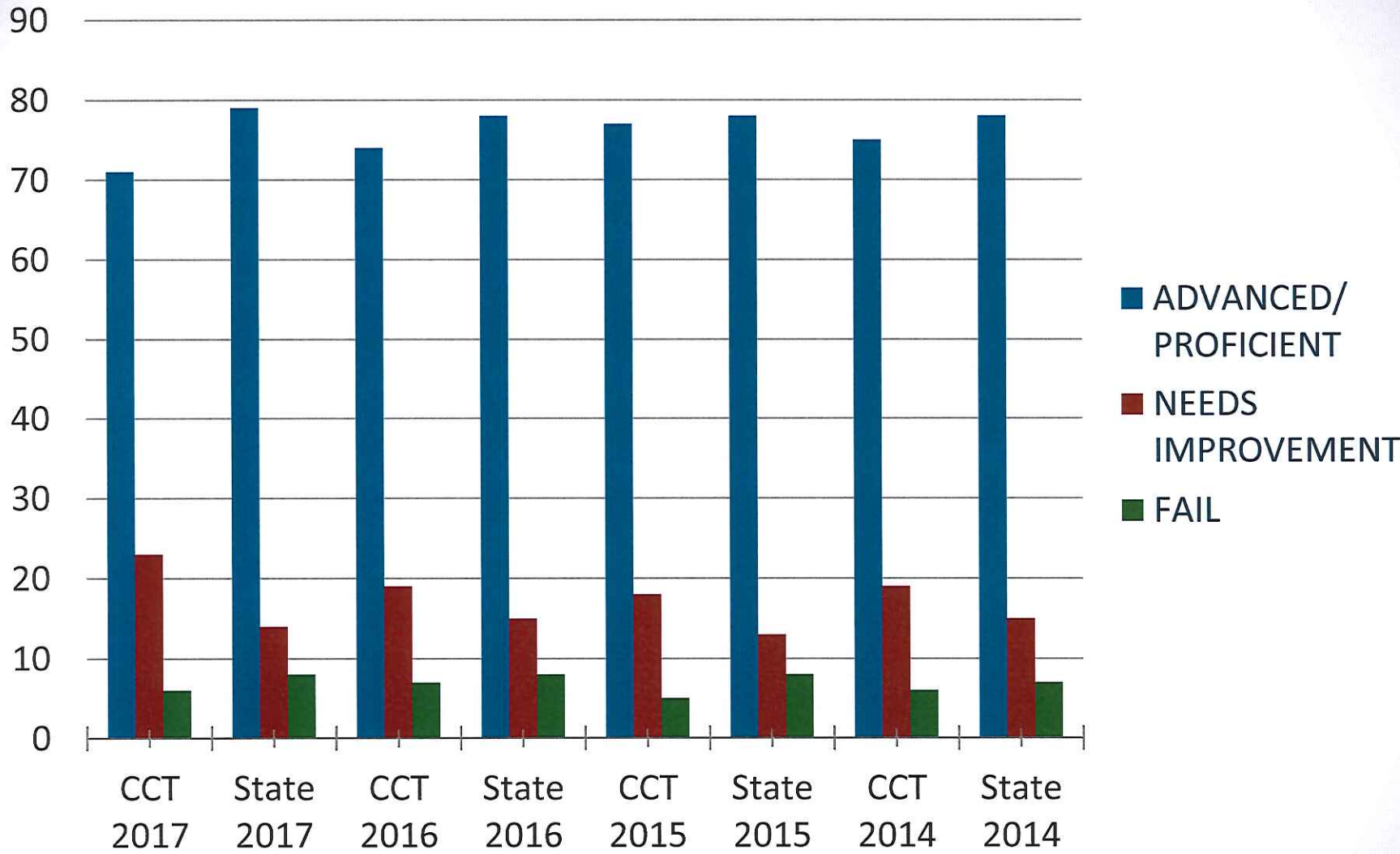
Town	FY19	FY18	Change
Barnstable	179	183	-4
Brewster	41	43	-2
Chatham	8	10	-2
Dennis	60	67	-7
Eastham	22	15	7
Harwich	77	77	0
Mashpee	50	57	-7
Orleans	11	15	-4
Provincetown	7	5	2
Truro	6	3	3
Wellfleet	13	9	4
Yarmouth	<u>114</u>	<u>137</u>	<u>-23</u>
<b>Total</b>	<b>588</b>	<b>621</b>	<b>-33</b>



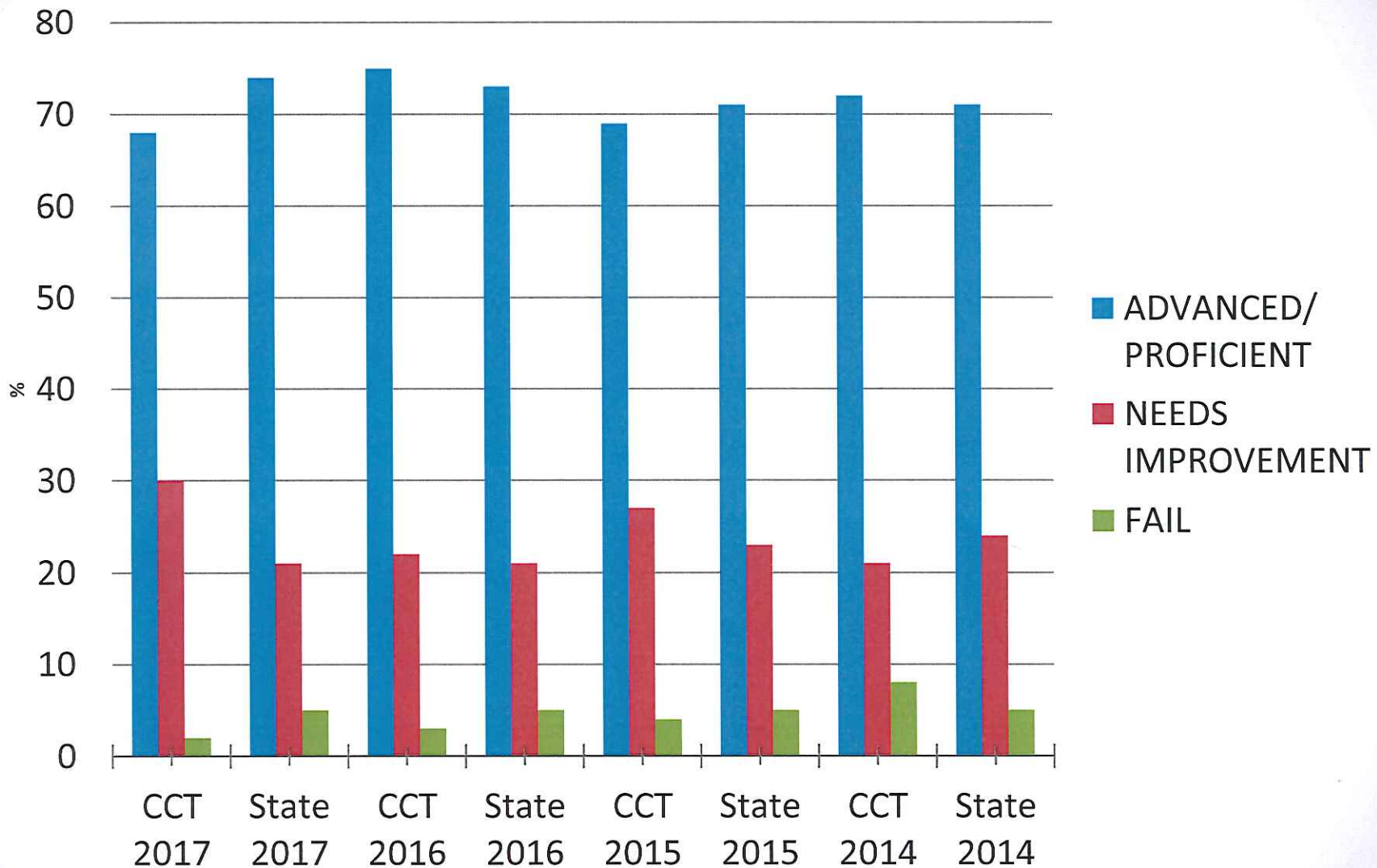
# MCAS ELA 2013 - 2017



# MCAS MATH 2014 - 2017



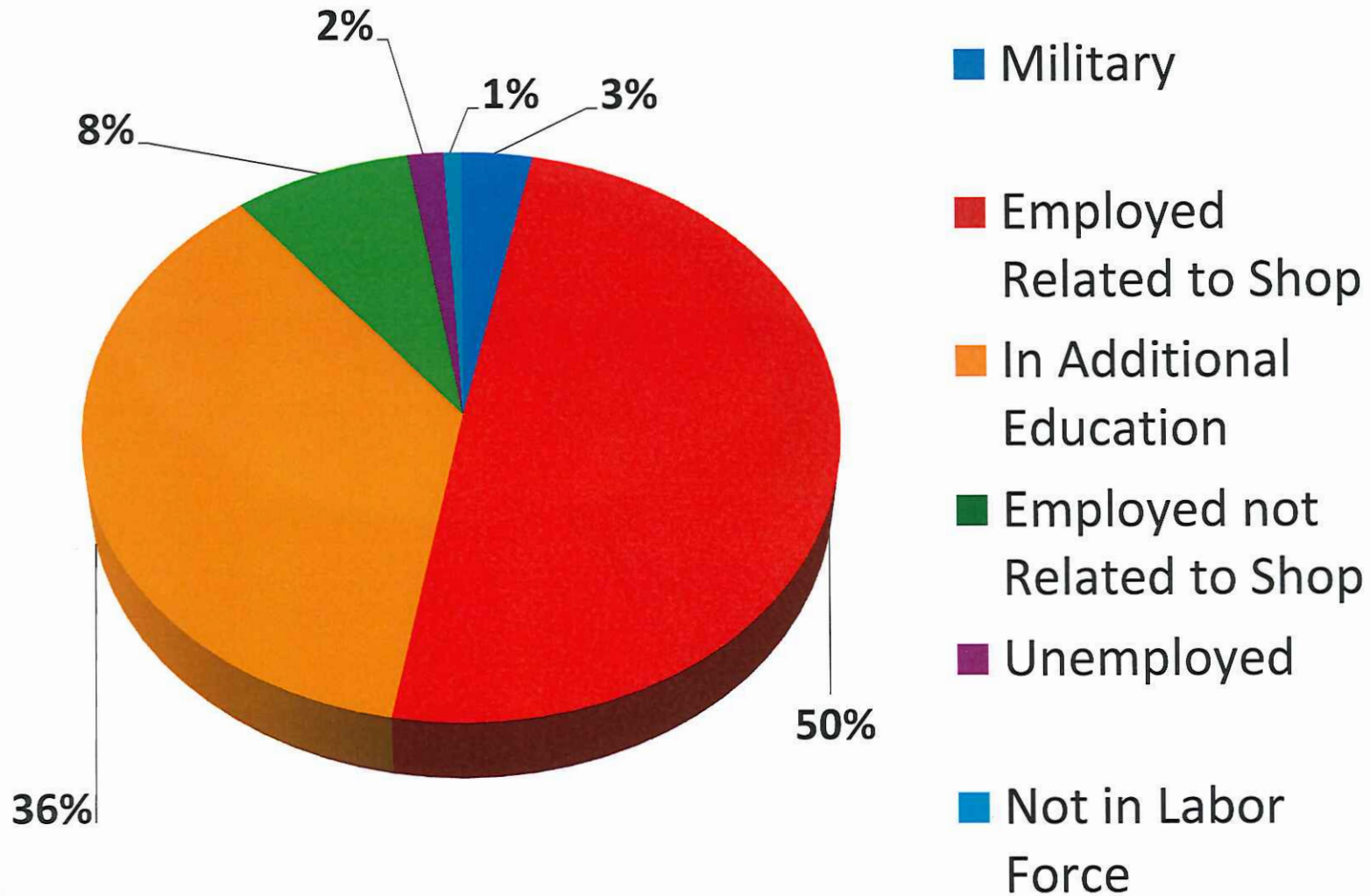
# MCAS SCIENCE 2014 - 2017



## 4-Year Graduation Rate 2016, 2015, 2014 & 2013

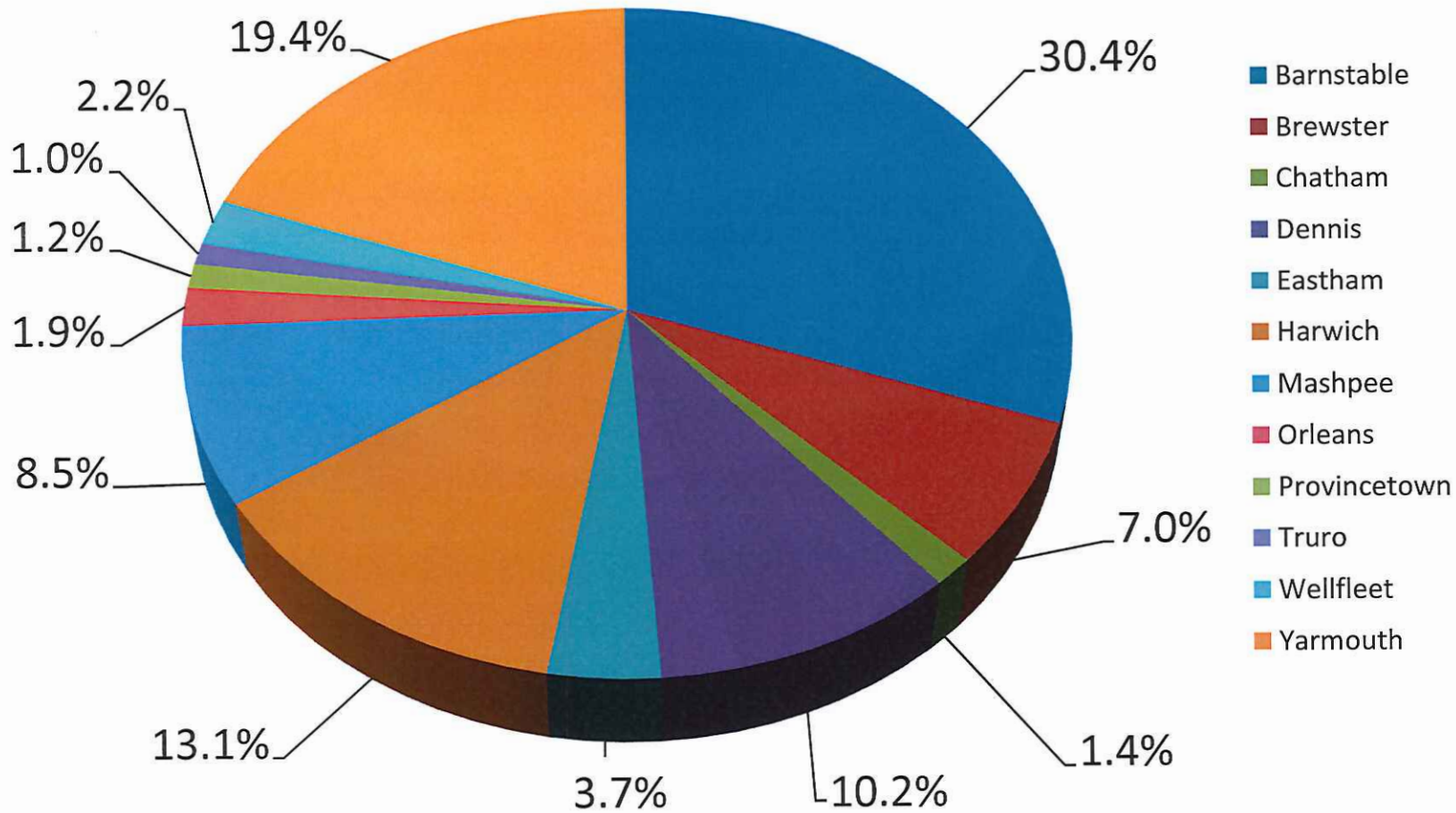
	2016	2015	2014	2013
<b>All Students</b>	92.9	88.1	86.4	95.6
<b>Students w/disabilities</b>	80.6	77.8	77.8	98.1
<b>Low income</b>	90.6	84.7	81	94.7
<b>High needs</b>	89.9	86.7	85	96.1

# Class of 2016 Post Graduate Outcomes





# FY19 Enrollment



\*Enrollment as of 10/1/2017

# Student Enrollment Trend

	FY15	%	FY16	%	FY17	%	FY18	%	FY19	%
Barnstable	168	25.7%	176	27.2%	173	28.0%	183	29.5%	179	30.4%
Brewster	42	6.4%	39	6.0%	43	7.0%	43	6.9%	41	7.0%
Chatham	21	3.2%	17	2.6%	11	1.8%	10	1.6%	8	1.4%
Dennis	85	13.0%	77	11.9%	76	12.3%	67	10.8%	60	10.2%
Eastham	13	2.0%	11	1.7%	16	2.6%	15	2.4%	22	3.7%
Harwich	73	11.2%	73	11.3%	75	12.1%	77	12.4%	77	13.1%
Mashpee	57	8.7%	62	9.6%	59	9.6%	57	9.2%	50	8.5%
Orleans	12	1.8%	14	2.2%	13	2.1%	15	2.4%	11	1.9%
Provincetown	6	0.9%	4	0.6%	3	0.5%	5	0.8%	7	1.2%
Truro	3	0.5%	2	0.3%	1	0.2%	3	0.5%	6	1.0%
Wellfleet	6	0.9%	8	1.2%	7	1.1%	9	1.5%	13	2.2%
Yarmouth	168	25.7%	163	25.2%	141	22.8%	137	22.1%	114	19.4%
Out-of-District			2	0.3%						
<b>Total</b>	<b>654</b>		<b>648</b>		<b>618</b>		<b>621</b>		<b>588</b>	

# The FY19 Budget

1.44%

**\$14,944,000**

## Five Year History

Fiscal Year	Budget
FY13	2.79%
FY14	2.79%
FY15	2.98%
FY16	4.49%*
FY17	-.50%
FY18	1.89 %
FY19	1.44 %

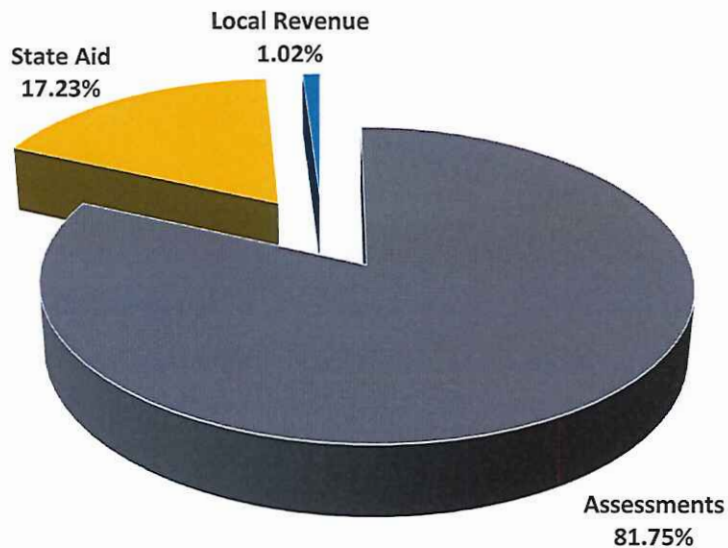
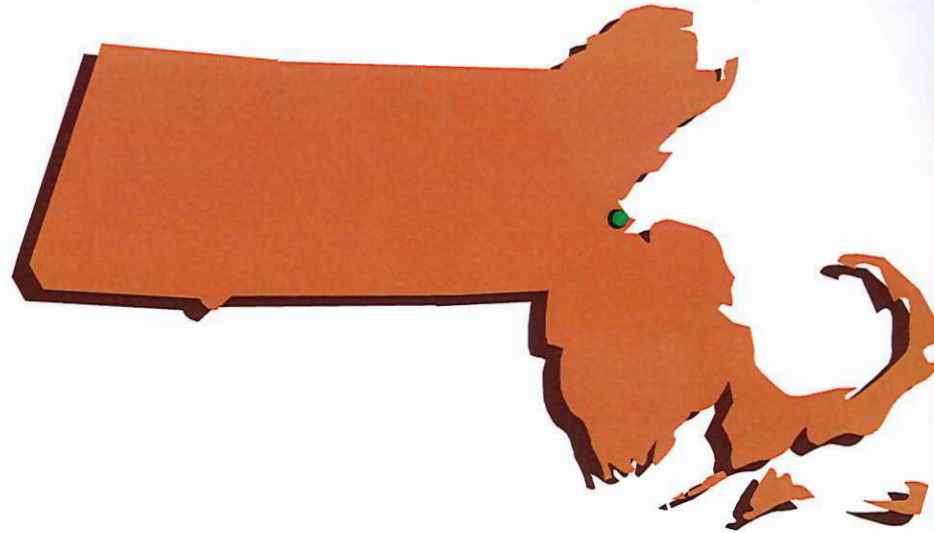


# Costs Unique to a Regional H.S. Budget

Budget Categories	FY19 Projected Cost
Insurances property, liability, health, dental unemployment, workers compensation and other fringe benefits	\$2,681,122
Snow Removal and Sanding	\$25,000
School Resource Officer	\$20,000
Equipment Maintenance	\$75,900
Capital Building Improvements	<u>\$150,000</u>
<b>(19.8% of the total operating budget)</b>	<b>\$2,952,022</b>

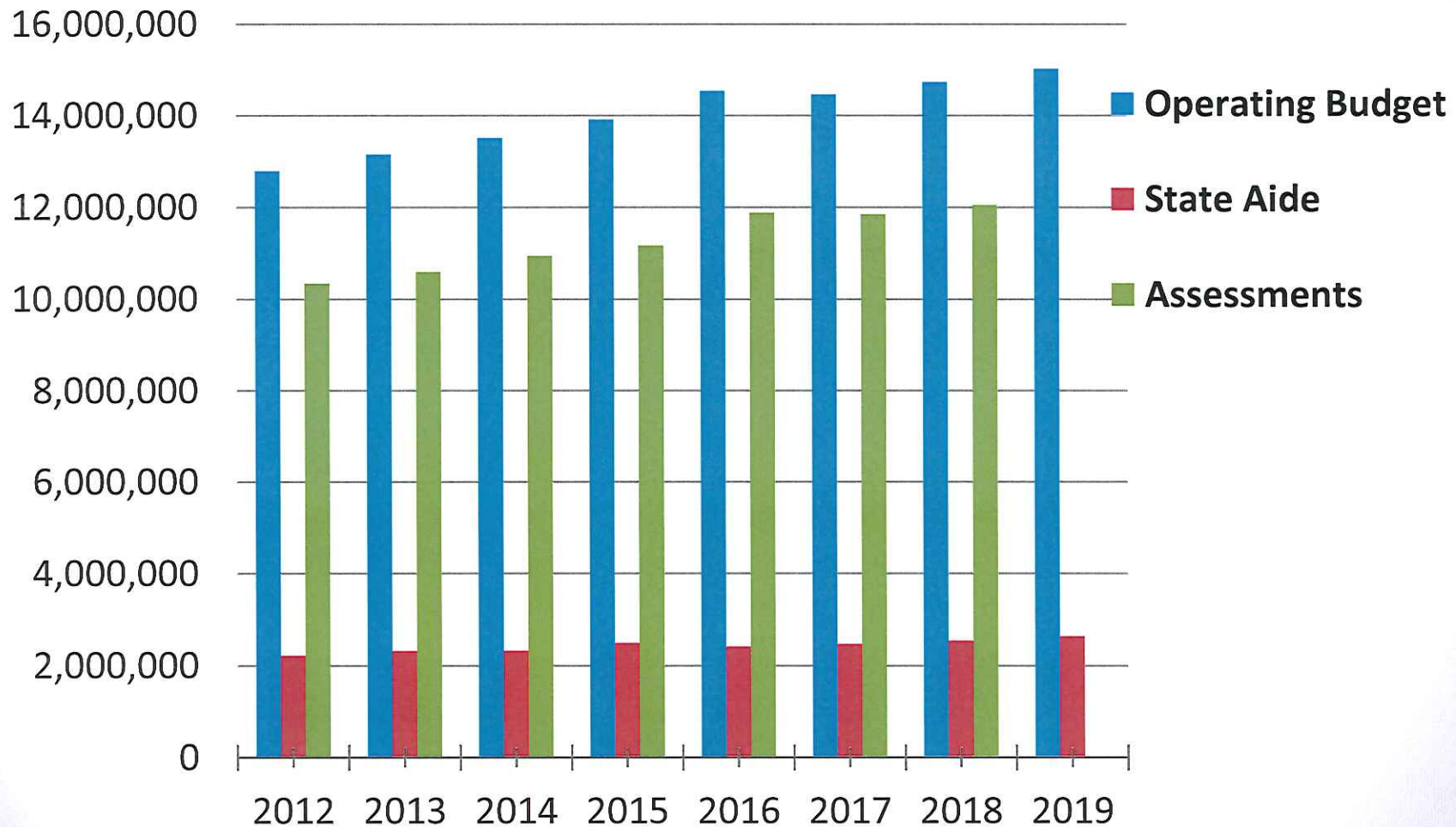


# Where Does the Money Come From?



FY19 Revenue Sources	
Assessments	\$ 12,159,933
State Aid	\$ 2,634,067
Local Revenue	\$ 150,000

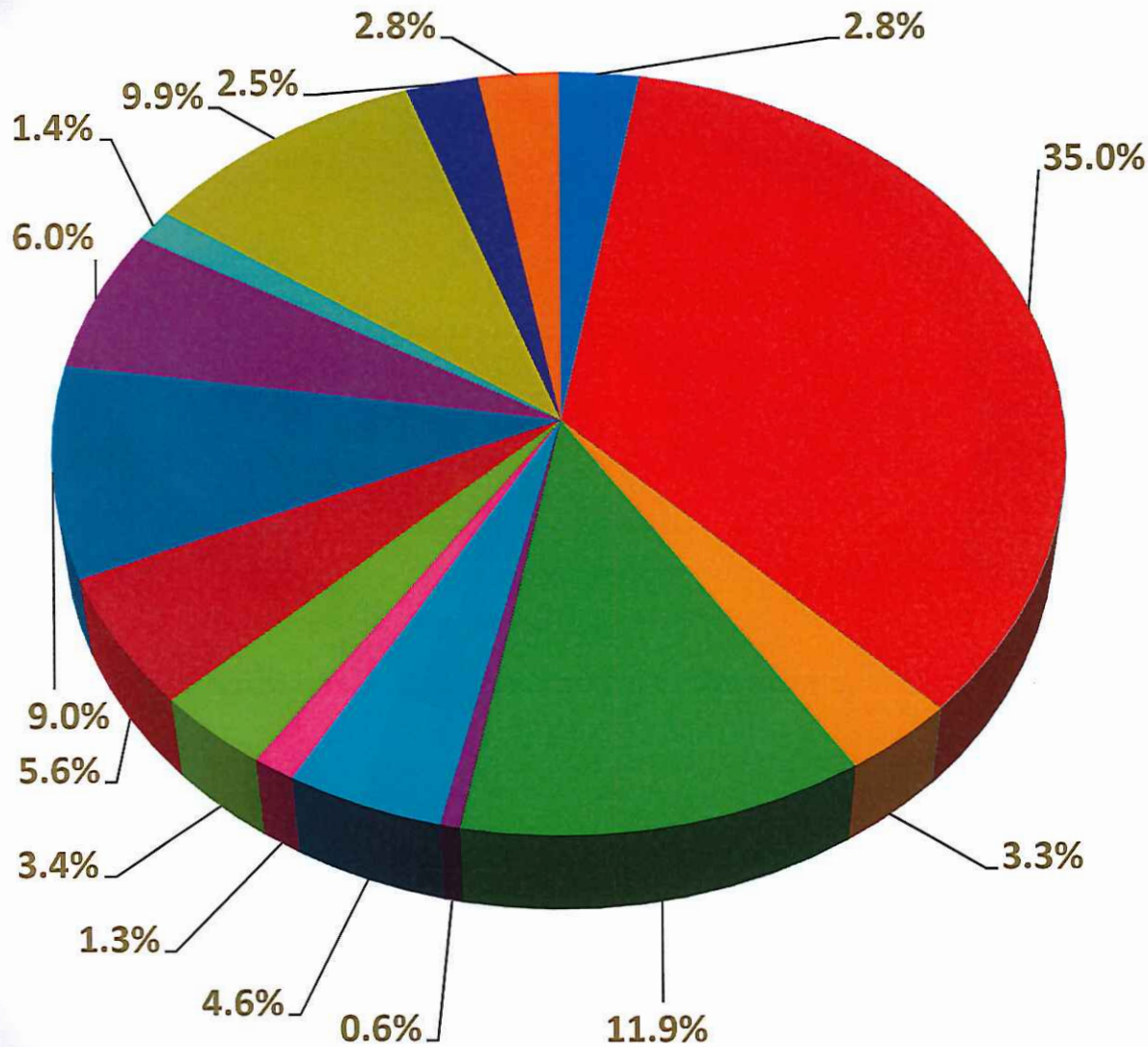
# Revenue Source vs. The Operating Budget



# Revenue Source vs. The Operating Budget

Fiscal Year	Operating Budget	State Aide	Assessments	Local Revenue
2012	12,781,986	2,214,729	10,336,257	231,000
2013	13,138,859	2,315,767	10,597,092	226,000
2014	13,505,905	2,324,559	10,940,346	241,000
2015	13,908,300	2,490,657	11,166,643	251,000
2016	14,532,300	2,413,040	11,885,260	234,000
2017	14,459,000	2,466,487	11,844,513	148,000
2018	14,732,000	2,538,847	12,043,153	150,000
2019	15,022,000	2,634,067	12,159,933	150,000

# What is the Money Used For?



- Building Leadership
- Teacher's Salaries
- Retirement
- Insurance Benefits
- Library
- Retiree Benefits
- Educational Materials
- Guidance
- Transportation
- Support Services
- Administration
- General Insurance
- Plant Operations
- District-Wide Supervision
- Capital Requirements





## WHAT IS THE MONEY FOR? FY19

Building Leadership	\$413,578	2.8%
Teacher's Salaries	\$5,224,302	34.8%
Retirement	\$497,610	3.3%
Insurance Benefits	\$1,782,807	11.9%
Library	\$87,294	0.6%
Retiree Benefits	\$693,999	4.6%
Educational Materials	\$188,948	1.3%
Guidance	\$507,448	3.4%
Transportation	\$830,000	5.5%
Support Services	\$1,344,013	8.9%
Administration	\$902,344	6.0%
General Insurance	\$204,316	1.4%
Plant Operations	\$1,477,429	9.8%
District-Wide Supervision	\$374,912	2.5%
Capital Requirements	\$415,000	2.8%
<b>Total</b>	<b>\$14,944,000</b>	



# Why a 1.44% Increase?

Category	FY19	FY18	Change	% Change	FY17	FY16	FY15
Salaries	8,597,324	8,364,031	233,293	0.74%	8,090,448	7,929,391	7,975,710
Benefits	3,037,916	2,969,152	68,764	5.73%	2,886,659	2,581,722	2,426,402
Materials & Services	1,333,428	1,434,227	-100,799	8.92%	1,439,384	1,466,421	1,457,575
Transportation	830,000	793,000	37,000	3.15%	777,016	762,397	667,934
Utilities & Heating	526,016	520,500	5,516	-9.22%	511,649	491,749	556,011
Insurance	204,316	186,090	18,226	-10.07%	210,691	215,099	196,681
<b>TOTAL OPERATING</b>	<b>14,529,000</b>	<b>14,267,000</b>	<b>262,000</b>		<b>13,915,847</b>	<b>13,446,779</b>	<b>13,280,313</b>
Capital Budget	415,000	465,000	-50,000	-10.75%	527,108	1,055,056	625,397
<b>Total Operating &amp; Capital</b>	<b>14,944,000</b>	<b>14,732,000</b>	<b>212,000</b>	<b>1.44%</b>	<b>14,442,955</b>	<b>14,501,835</b>	<b>13,905,710</b>

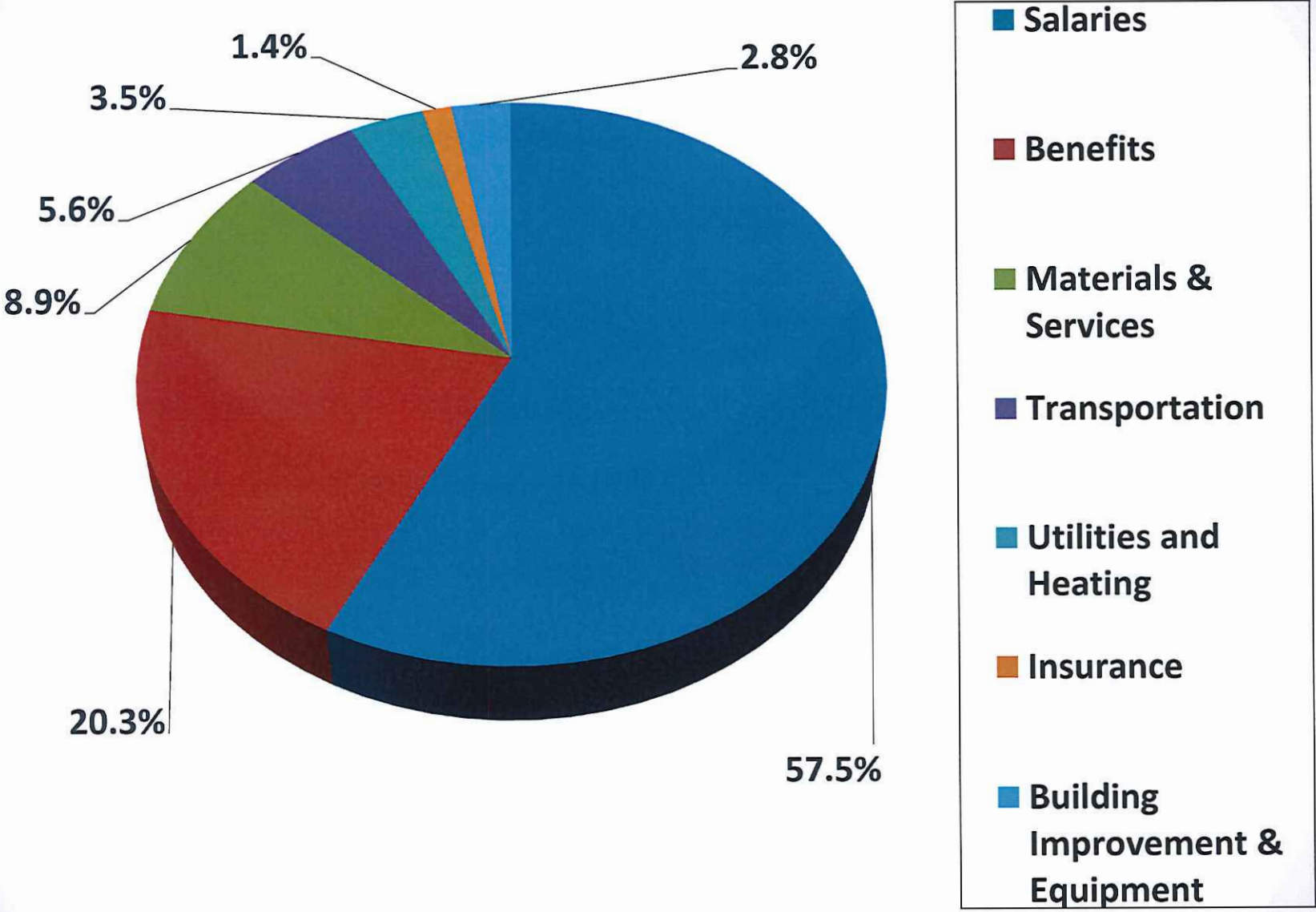
# Cost/ Student/day



- Benefits
- Plant Operation
- Administration
- Textbooks & Supplies
- Transportation
- Capital
- Support & Extra Curr.
- Principal's Office
- Teaching



# Budget Cost Drivers



Salaries & Benefits account for 77.8% of the FY17 budget

# Other Post Employment Benefits (OPEB)

In 2015, Cape Cod Tech joined the Plymouth County OPEB Trust, an IRC Section 115 multiple-employer, irrevocable trust program established by Plymouth County and the County Treasurer to assist public entities in Plymouth County and neighboring counties pre-fund retiree healthcare liabilities. This provides the benefit of a lower liability and large investment pool.

Unfunded Actuarial Accrued Liability <small>(2016 GASB Audit)</small>	\$11,496,978
Balance of OPEB Reserve (Currently > \$600,000)	\$349,929
Proposed FY19 Funding	\$95,000

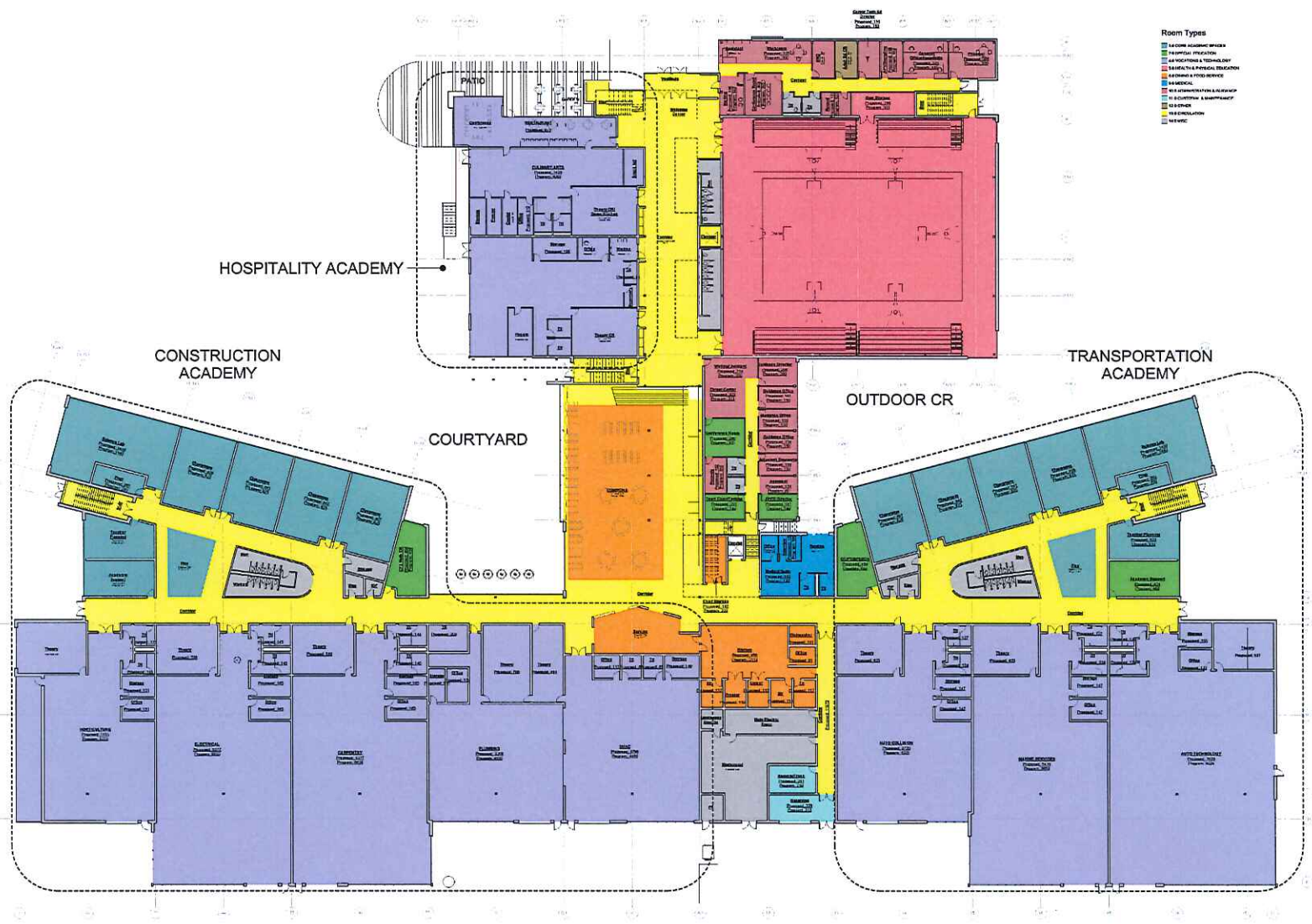
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# 2020 and Beyond



- Room Types
- CLASS ROOMS
  - LABORATORIES
  - WORKSHOPS & TECHNOLOGY
  - GENERAL PURPOSE EDUCATION
  - CHEMISTRY & BIOLOGY
  - MEDICAL
  - MECHANICAL & ELECTRICAL
  - OFFICES
  - STORAGE
  - HALLWAYS
  - SERVICE

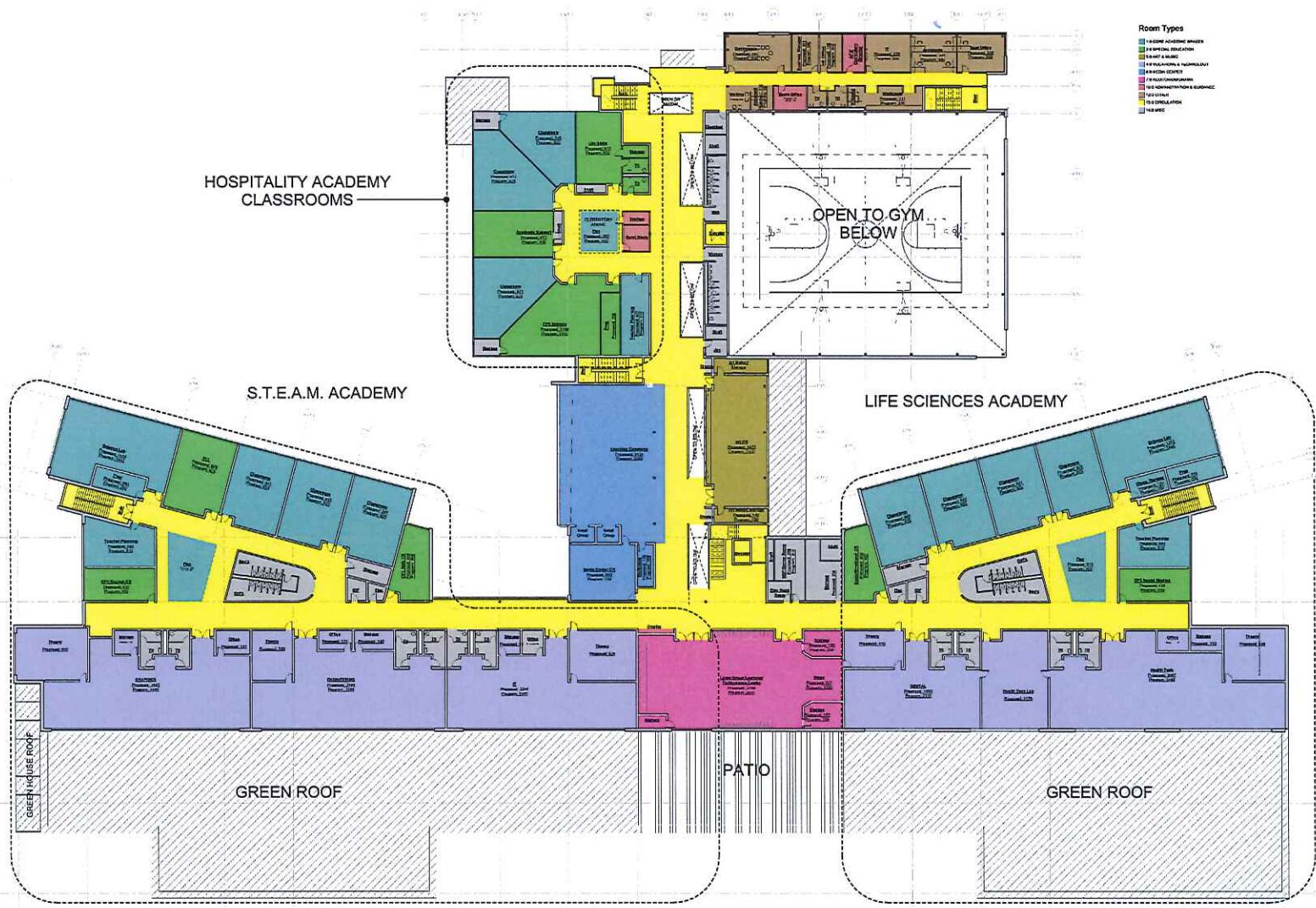


# Main Level Floor Plan

# Cape Cod Tech







# Upper Level Floor Plan

# Cape Cod Tech



# Key Milestones

- **Oct. 2017 – April 2018**
  - **Design Development**
- **February 2017 - \$7 M short term borrowing**
- **April 2018 – August 2018**
  - **Construction Documents**
- **Sept. 2018 – Nov. 2018**
  - **Bidding**
- **November 2018 – \$65 - \$75M Long-term borrowing**
- **Dec. 2018**
  - **Notice to Proceed (“Shovels in the Ground”)**

# FY19 Assessments

Draft Estimate									
Towns	FY18	FY19	% FY19	Total Assessments		Change		Per Student	Per Student
				FY19	FY18	\$	%	FY17	FY18
Barnstable	183	179	30.4%	\$ 3,688,297	\$3,535,665	\$ 152,632.00	4.3%	\$ 19,320.57	\$ 20,605.01
Brewster	43	41	7.0%	\$ 846,847	\$831,711	\$ 15,136.00	1.8%	\$ 19,342.12	\$ 20,654.80
Chatham	10	8	1.4%	\$ 151,242	\$194,070	\$ (42,828.00)	-22.1%	\$ 19,407.00	\$ 18,905.25
Dennis	67	60	10.2%	\$ 1,253,748	\$1,303,183	\$ (49,435.00)	-3.8%	\$ 19,450.49	\$ 20,895.80
Eastham	15	22	3.7%	\$ 455,564	\$291,987	\$ 163,577.00	56.0%	\$ 19,465.80	\$ 20,707.45
Harwich	77	77	13.1%	\$ 1,583,845	\$1,487,362	\$ 96,483.00	6.5%	\$ 19,316.39	\$ 20,569.42
Mashpee	57	50	8.5%	\$ 1,070,177	\$1,135,010	\$ (64,833.00)	-5.7%	\$ 19,912.46	\$ 21,403.54
Orleans	15	11	1.9%	\$ 226,487	\$290,179	\$ (63,692.00)	-21.9%	\$ 19,345.27	\$ 20,589.73
Provincetown	5	7	1.2%	\$ 144,618	\$97,409	\$ 47,209.00	48.5%	\$ 19,481.80	\$ 20,659.71
Truro	3	6	1.0%	\$ 124,900	\$57,075	\$ 67,825.00	118.8%	\$ 19,025.00	\$ 20,816.67
Wellfleet	9	13	2.2%	\$ 269,195	\$173,827	\$ 95,368.00	54.9%	\$ 19,314.11	\$ 20,707.31
Yarmouth	137	114	19.4%	\$ 2,345,013	\$2,645,675	\$ (300,662.00)	-11.4%	\$ 19,311.50	\$ 20,570.29
	<b>621</b>	<b>588</b>	<b>100.0%</b>	<b>\$ 12,159,933</b>	<b>\$ 12,043,153</b>	<b>\$ 116,780</b>			

**Cape Cod Regional Technical High School**  
**FY19 Proposed Budget - Revenue**

<b>Revenue</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY19 Proposed Budget</b>
<b>Assessments from Member Towns</b> <i>FY19 Assessment % Increase</i>	\$ 11,166,640	\$ 11,885,261	\$ 11,844,515	\$ 12,043,153	\$ 12,159,933 0.97%
<b>State Aid</b>					
<sup>1</sup> Chapter 70 State Aid	\$ 2,070,187	\$ 2,070,226	\$ 2,130,477	\$ 2,108,847	\$ 2,149,167
<sup>2</sup> Chapter 71 Transportation Aid	\$ 472,606	\$ 499,492	\$ 523,668	\$ 430,000	\$ 484,900
<b>Total State Aid</b>	<b>\$ 2,542,793</b>	<b>\$ 2,569,718</b>	<b>\$ 2,654,145</b>	<b>\$ 2,538,847</b>	<b>\$ 2,634,067</b>
<b>Local Revenue</b>					
Anticipated Tuition					
Post Graduate Tuition					
Interest Income	\$ 20,080	\$ 20,439	\$ 21,605	\$ 20,000	\$ 20,000
Facility Rental	\$ 35,852	\$ 34,443	\$ 28,349	\$ 50,000	\$ 50,000
Transfers from Athletic Revolving	\$ 1,019	\$ -			
Excess and Deficiency	\$ 100,000	\$ 100,000	\$ 80,000	\$ 80,000	\$ 80,000
Mass Medicaid Reimbursement	\$ 3,640	\$ 9,004	\$ -	\$ -	
Transfers from other funds		\$ -			
Unanticipated Revenue	\$ 28,384	\$ 11,005	\$ 30,559		
<b>Total Local Revenue</b>	<b>\$ 188,975</b>	<b>\$ 174,891</b>	<b>\$ 160,513</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Total Revenue</b>	<b>\$ 13,898,408</b>	<b>\$ 14,629,870</b>	<b>\$ 14,659,173</b>	<b>\$ 14,732,000</b>	<b>\$ 14,944,000</b>

**NOTES:**

<sup>1</sup> Chapter 70 State Aid - Assumption level funded

<sup>2</sup> Chapter 71 Transportation Aid - Assumption level funded

## Cape Cod Regional Technical High School

### FY19 Budget - Proposed

	Description	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Proposed Budget	%	Expected Grant Funds
1	Severance Pay	\$ 35,000	\$ 66,125	\$ 95,000	\$ 42,000	\$ 34,000		
2	Longevity	\$ 51,365	\$ 57,225	\$ 57,994	\$ 58,477	\$ 61,288		
3	Retirement Annuity Incentive	\$ 30,850	\$ 32,225	\$ 20,375	\$ 32,820	\$ 31,200		
4	Reserve for Unanticipated Expenses	\$ -	\$ -	\$ -	\$ 100,000	\$ 45,000		
5	School Committee Supplies	\$ 1,309	\$ 1,410	\$ 1,061	\$ 2,000	\$ 2,000		
6	Dues & Subscriptions	\$ 10,666	\$ 11,590	\$ 10,539	\$ 11,000	\$ 11,000		
7	<b>Total District Expenses</b>	<b>\$ 129,189</b>	<b>\$ 168,574</b>	<b>\$ 184,969</b>	<b>\$ 246,297</b>	<b>\$ 184,488</b>	<b>-25.10%</b>	
8								
9	Superintendent-Director (1)	\$ 149,294	\$ 152,260	\$ 163,287	\$ 160,303	\$ 164,685		
10	Secretary-Supt.-Director (1)	\$ 62,384	\$ 67,340	\$ 71,285	\$ 68,514	\$ 74,666		
11	Advertising	\$ 9,342	\$ 15,898	\$ 29,952	\$ 9,000	\$ 9,000		
12	Supt/Business Office Supplies	\$ 11,814	\$ 10,675	\$ 18,203	\$ 11,700	\$ 11,000		
13	Superintendent Travel	\$ 288	\$ -	\$ -	\$ 225	\$ 200		
14	Public Relations	\$ 42,287	\$ 31,469	\$ 39,831	\$ 29,000	\$ 29,000		
15	General Expense	\$ 2,598	\$ 4,056	\$ 4,903	\$ 1,500	\$ 1,500		
16	District Dues/Subscriptions	\$ 5,146	\$ 5,340	\$ 3,641	\$ 3,800	\$ 3,800		
17	Postage	\$ 13,268	\$ 18,962	\$ 19,116	\$ 14,000	\$ 14,000		
18	<b>Total District Administration</b>	<b>\$ 296,421</b>	<b>\$ 306,000</b>	<b>\$ 350,218</b>	<b>\$ 298,042</b>	<b>\$ 307,851</b>	<b>3.29%</b>	
19	Treasurer (1)	\$ 14,375	\$ 15,375	\$ 16,500	\$ 17,375	\$ 18,375		
20	Business Administrator (1)	\$ 107,662	\$ 109,761	\$ 120,696	\$ 125,906	\$ 128,030		
21	Business Office Staff (2)	\$ 100,117	\$ 104,604	\$ 112,494	\$ 111,752	\$ 119,156		
22	Audit	\$ 27,074	\$ 39,632	\$ 23,000	\$ 39,500	\$ 39,000		
23	Bookkeeper (1)	\$ 60,989	\$ 63,112	\$ 68,906	\$ 70,456	\$ 72,394		
24	Negotiations		\$ 7,493			\$ 11,000		
25	Legal Services	\$ 20,923	\$ 15,016	\$ 21,935	\$ 19,000	\$ 19,000		
26	<b>Total Finance and Administrative Services</b>	<b>\$ 331,139</b>	<b>\$ 354,992</b>	<b>\$ 363,531</b>	<b>\$ 383,989</b>	<b>\$ 406,955</b>	<b>5.98%</b>	
27	Director of Special Needs (1)	\$ 106,146	\$ 108,268	\$ 116,666	\$ 121,070	\$ 124,072		
28	Director of Technical Studies (1)	\$ 102,125	\$ 104,167	\$ 101,750	\$ 104,023	\$ 106,863		
29	Secretary to Technical Studies Director (.4)				\$ 18,000	\$ 18,000		
30	Director of Curriculum (1)	\$ 107,558	\$ 109,694	\$ 121,398	\$ 117,101	\$ 121,727		
31	Coop Coordinator (1)							
32	Technical Studies Supplies	\$ 1,633	\$ 3,229	\$ 1,197	\$ 2,000	\$ 2,000		
33	Curriculum Supplies & Software	\$ 316	\$ 1,609	\$ 1,651	\$ 1,800	\$ 1,800		
34	Special Needs Director Travel	\$ -	\$ 255	\$ -	\$ 450	\$ 450		
35	Technical Studies Director Travel	\$ 270						
36	<b>Total District-wide Academic/Vocational</b>	<b>\$ 318,048</b>	<b>\$ 327,222</b>	<b>\$ 342,662</b>	<b>\$ 364,444</b>	<b>\$ 374,912</b>	<b>2.87%</b>	

**Cape Cod Regional Technical High School**

**FY19 Budget - Proposed**

	<b>Description</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY19 Proposed Budget</b>	<b>%</b>	<b>Expected Grant Funds</b>
37	Principal(1)	\$ 115,756	\$ 118,046	\$ 125,068	\$ 127,416	\$ 130,887		
38	Assistant Principal (1)	\$ 102,703	\$ 104,727	\$ 107,824	\$ 110,216	\$ 113,207		
39	Secretary to Principal(1)	\$ 57,783	\$ 58,619	\$ 62,318	\$ 63,630	\$ 65,270		
40	Attendance Clerk (.71)	\$ 39,469	\$ 39,864	\$ 41,558	\$ 41,983	\$ 29,078		
41	Assistant Principal Secretary (1)	\$ 52,801	\$ 53,593	\$ 55,201	\$ 56,443	\$ 57,996		
42	Agenda Books	\$ 3,664	\$ 3,640	\$ 3,436	\$ 3,500	\$ 3,500		
43	Accreditation	\$ -	\$ -	\$ -	\$ 8,000	\$ -		
44	Principal's Supplies	\$ 7,843	\$ 3,820	\$ 9,193	\$ 5,400	\$ 5,000		
45	MCAS Supplies	\$ 1,210	\$ 711	\$ 1,481	\$ 1,350	\$ 1,350		
46	Assistant Principal Supplies	\$ 1,208	\$ 1,812	\$ 1,720	\$ 900	\$ 900		
47	Resource Supplies & Programs	\$ 1,496			\$ -	\$ -		
48	Graduation Expense	\$ 1,263	\$ 8,189	\$ 703	\$ 2,250	\$ 2,250		
49	Prin./AP Dues & Subscriptions	\$ 530	\$ 159	\$ -	\$ 450	\$ 450		
50	Principal/AP Travel	\$ 1,006	\$ -	\$ -	\$ 90	\$ 90		
51	Recognition Awards	\$ 3,705	\$ 6,965	\$ 7,753	\$ 3,600	\$ 3,600		
52	<b>Total School Building Leadership</b>	<b>\$ 390,436</b>	<b>\$ 400,145</b>	<b>\$ 416,255</b>	<b>\$ 425,228</b>	<b>\$ 413,578</b>	<b>-2.74%</b>	
53								
54	Network Engineer (1)	\$ 69,188	\$ 70,226	\$ 76,781	\$ 78,509	\$ 85,581		
55	Technology Systems and Data Assistant (1)	\$ 32,494	\$ 45,984	\$ 69,472	\$ 43,936	\$ 76,696		
56	Technology Contracted Services	\$ 12,021	\$ 7,441	\$ 3,023	\$ 10,000	\$ 8,000		
57	Technology Supplies	\$ 5,226	\$ 19,368	\$ 4,050	\$ 7,650	\$ 7,650		
58	Audio Visual Supplies	\$ 477	\$ 425	\$ -	\$ 540	\$ 540		
59	<b>Total Building Technology</b>	<b>\$ 119,406</b>	<b>\$ 143,443</b>	<b>\$ 153,325</b>	<b>\$ 140,635</b>	<b>\$ 178,467</b>	<b>26.90%</b>	

**Cape Cod Regional Technical High School**

**FY19 Budget - Proposed**

	<b>Description</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY19 Proposed Budget</b>	<b>%</b>	<b>Expected Grant Funds</b>
60	Auto Collision Instructors (2)	\$ 119,653	\$ 124,836	\$ 130,216	\$ 136,096	\$ 142,174		
61	Auto Technology Instructors (2)	\$ 135,433	\$ 134,327	\$ 154,630	\$ 160,729	\$ 143,706		
62	Carpentry Staff (2)	\$ 213,453	\$ 137,616	\$ 141,874	\$ 149,755	\$ 154,203		
63	Cosmetology Instructors (2)	\$ 136,285	\$ 144,185	\$ 132,840	\$ 139,067	\$ 145,212		
64	Culinary Arts Staff (2)	\$ 207,645	\$ 170,403	\$ 164,849	\$ 168,557	\$ 172,350		
65	Dental Assist. Instructor (1)	\$ 58,148	\$ 62,117	\$ 66,509	\$ 69,319	\$ 76,106		
66	Early Childhood Instructors (2)	\$ 153,745	\$ 160,224	\$ 131,555	\$ 84,069	\$ 88,841		
67	Electrical Instructors (2)	\$ 135,884	\$ 141,254	\$ 129,250	\$ 127,143	\$ 139,051		
68	Graphic Arts Instructors (2)	\$ 152,130	\$ 157,962	\$ 164,005	\$ 150,967	\$ 158,376		
69	Health Technology Instructors (3)	\$ 210,712	\$ 220,540	\$ 209,790	\$ 221,166	\$ 241,219		
70	Horticulture Instructors (2)	\$ 235,016	\$ 200,349	\$ 157,190	\$ 142,226	\$ 153,321		
71	HVAC Staff (1)	\$ 131,970	\$ 70,962	\$ 76,897	\$ 79,908	\$ 86,427		
72	Information Technology Instructors (2)	\$ 137,144	\$ 110,261	\$ 115,023	\$ 123,349	\$ 135,230		
73	Marine Instructor (2)	\$ 127,572	\$ 132,899	\$ 135,883	\$ 141,889	\$ 148,096		
74	Plumbing Instructor (2)	\$ 116,480	\$ 129,946	\$ 138,175	\$ 147,888	\$ 178,726		
75	Welding Instructor (1)	\$ 72,950	\$ 74,377	\$ 66,139	\$ 68,726	\$ 70,273		
76	Art Teacher (.4)	\$ 27,471	\$ 18,647	\$ 19,794	\$ 26,156	\$ 20,695		
77	21st Century Skills (2)	\$ 152,136	\$ 123,947	\$ 160,344	\$ 163,950	\$ 167,639		
78	English Instructors (6)	\$ 388,498	\$ 406,994	\$ 430,530	\$ 450,087	\$ 468,826		
79	Health Instructor (1)	\$ 79,544	\$ 83,022	\$ 84,668	\$ 85,600	\$ 90,085		
80	Math Instructors (6)	\$ 377,782	\$ 390,319	\$ 426,298	\$ 436,997	\$ 450,175		\$ 22,000
81	Phys. Ed. Instructors (2)	\$ 114,753	\$ 120,108	\$ 126,045	\$ 131,164	\$ 139,191		
82	Science Instructor (4)	\$ 210,754	\$ 221,832	\$ 226,969	\$ 295,881	\$ 313,547		
83	Social Studies Instructor (4)	\$ 267,947	\$ 268,325	\$ 286,875	\$ 301,287	\$ 317,019		
84	Spanish Instructor (1)	\$ 76,675	\$ 78,194	\$ 79,743	\$ 81,519	\$ 83,337		
85	Engineering Technology Instructors (2)	\$ 149,158	\$ 154,934	\$ 160,917	\$ 167,486	\$ 174,269		
86	Special Needs Instructor (6)	\$ 511,607	\$ 527,801	\$ 538,363	\$ 552,820	\$ 516,278		
87	Special Needs Inclusion Specialist (1)	\$ 71,447	\$ 75,657	\$ 59,245	\$ 81,519	\$ 83,337		
88	Technology Int. Specialist (1)				\$ 87,861	\$ 83,337		
89	Literacy Coach (1)	\$ 71,675	\$ 62,049	\$ 75,908	\$ 78,813	\$ 83,256		\$ 5,000
90	<b>Total Instruction and Teaching Services</b>	<b>\$ 4,843,666</b>	<b>\$ 4,704,089</b>	<b>\$ 4,790,522</b>	<b>\$ 5,051,994</b>	<b>\$ 5,224,302</b>	<b>3.41%</b>	<b>\$ 27,000</b>
91	Special Needs Cont. Service	\$ 186,364	\$ 171,460	\$ 168,187	\$ 190,000	\$ 167,000		
92	<b>Total Medical Therapeutic Services</b>	<b>\$ 186,364</b>	<b>\$ 171,460</b>	<b>\$ 168,187</b>	<b>\$ 190,000</b>	<b>\$ 167,000</b>	<b>-12.11%</b>	
93	Vocational Substitutes	\$ 38,555	\$ 46,595	\$ 33,709	\$ 47,000	\$ 47,000		
94	Academic Substitutes	\$ 56,196	\$ 53,597	\$ 56,754	\$ 47,000	\$ 47,000		
95	<b>Total Substitutes</b>	<b>\$ 94,750</b>	<b>\$ 100,192</b>	<b>\$ 90,463</b>	<b>\$ 94,000</b>	<b>\$ 94,000</b>	<b>0.00%</b>	

**Cape Cod Regional Technical High School**

**FY19 Budget - Proposed**

	<b>Description</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY19 Proposed Budget</b>	<b>%</b>	<b>Expected Grant Funds</b>
96	Auto Tech Aide (1)	\$ 31,330	\$ 33,631	\$ 34,263	\$ 32,990	\$ 35,732		
97	Culinary Aide (1)	\$ -	\$ -	\$ -	\$ -	\$ -		
98	Early Childhood Education Aide (1)	\$ 31,037	\$ 33,920	\$ 28,495	\$ 63,476	\$ -		
99	Graphic Arts Aide (1)	\$ 44,987	\$ 44,915	\$ 46,466	\$ 47,296	\$ 34,016		
100	Information Technology Aide (1)	\$ 29,834	\$ 18,870	\$ 25,712	\$ 21,452	\$ 21,452		
101	In-School Suspension Aide	\$ 38,289	\$ -	\$ -	\$ -	\$ -		
102	Marine Services Aide (1)	\$ 29,834	\$ 30,431	\$ -	\$ -	\$ -		
103	Physical Education Aide (1)	\$ 29,834	\$ 24,611	\$ 21,541	\$ 31,738	\$ 32,452		
104	Welding Aide (1)	\$ 15,227	\$ 32,778	\$ 9,433				
105	Special Needs Aides (7)	\$ 95,774	\$ 90,636	\$ 93,162	\$ 61,940	\$ 99,568		\$ 105,000
106	<b>Total Paraprofessionals Instructional Asst.</b>	<b>\$ 346,146</b>	<b>\$ 309,791</b>	<b>\$ 259,071</b>	<b>\$ 258,892</b>	<b>\$ 223,220</b>	<b>-13.78%</b>	<b>\$ 105,000</b>
107	Librarian (1)	\$ 75,013	\$ 72,653	\$ 72,807	\$ 75,707	\$ 77,394		
108	Library Aide	\$ -	\$ -	\$ -	\$ -	\$ -		
109	<b>Total Library</b>	<b>\$ 75,013</b>	<b>\$ 72,653</b>	<b>\$ 72,807</b>	<b>\$ 75,707</b>	<b>\$ 77,394</b>	<b>2.23%</b>	
110	Professional Development	\$ 58,618	\$ 57,471	\$ 54,504	\$ 45,000	\$ 45,000		
111	Course Reimbursement	\$ 19,032	\$ 15,862	\$ 20,849	\$ 24,000	\$ 24,000		
112	Curriculum Development	\$ 250	\$ 128	\$ 2,416	\$ 2,000	\$ 2,000		
113	School Council Expenses	\$ 54						
114	State Mandated Mentoring	\$ 4,101	\$ 6,296	\$ 8,000	\$ 7,250	\$ 7,250		
115	<b>Total Professional Development</b>	<b>\$ 82,056</b>	<b>\$ 79,757</b>	<b>\$ 85,770</b>	<b>\$ 78,250</b>	<b>\$ 78,250</b>	<b>0.00%</b>	
116	Auto Body Texts	\$ 1,534	\$ 2,202	\$ -	\$ 1,350	\$ 1,350		
117	Auto Technology Texts	\$ -	\$ -	\$ -	\$ -	\$ 1,800		
118	Carpentry Texts	\$ -	\$ 3,537	\$ -	\$ -	\$ -		
119	Cosmetology Texts	\$ -	\$ 11,250	\$ -	\$ -	\$ 1,800		
120	Culinary Arts Texts	\$ 3,076	\$ -	\$ -	\$ 450	\$ 900		
121	Dental Assistant Texts	\$ -	\$ 54	\$ 1,193	\$ 1,125	\$ 1,125		
122	Early Childhood Texts	\$ 114	\$ 1,185	\$ -	\$ -	\$ -		
123	Electrical Texts	\$ 1,911	\$ -	\$ 4,686	\$ -	\$ -		
124	Health Technology Texts	\$ -	\$ 8,724	\$ 1,049	\$ 2,250	\$ 2,025		
125	Horticulture Texts	\$ 331	\$ -	\$ 2,631	\$ 1,800	\$ 1,080		
126	HVAC Texts	\$ -	\$ -	\$ -	\$ 1,350	\$ 450		
127	Information Technology Texts	\$ 1,958	\$ 3,575	\$ -	\$ 2,070	\$ 1,863		
128	Marine Mechanics Texts	\$ 46	\$ -	\$ 84	\$ 225	\$ -		
129	Plumbing Texts	\$ 663	\$ -	\$ 1,117	\$ 450	\$ 900		
130	Welding Texts	\$ 1,262	\$ -	\$ -	\$ -	\$ -		
131	Engineering Texts	\$ 818	\$ 148	\$ 110	\$ 225	\$ 1,350		



## Cape Cod Regional Technical High School

### FY19 Budget - Proposed

	Description	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Proposed Budget	%	Expected Grant Funds
132	Special Needs Texts	\$ 226	\$ 738	\$ 3,681	\$ 1,800	\$ 1,800		
133	English Texts	\$ 1,568	\$ 5,323	\$ 7,347	\$ 3,600	\$ 3,600		
134	Math Texts	\$ -	\$ -	\$ -	\$ 450	\$ 405		
135	Science Texts	\$ 10,485	\$ -	\$ 15,303	\$ 2,700	\$ 450		
136	Social Studies Texts	\$ 1,303	\$ 3,224	\$ 22,121	\$ -			
137	Spanish Texts	\$ 2,746	\$ -	\$ -	\$ -			
138	<b>Total Textbooks</b>	<b>\$ 28,040</b>	<b>\$ 39,959</b>	<b>\$ 59,324</b>	<b>\$ 19,845</b>	<b>\$ 20,898</b>	<b>5.31%</b>	
139	Auto Body S/W	\$ -	\$ -	\$ -	\$ -	\$ -		
140	Auto Tech S/W	\$ -	\$ 249	\$ 249	\$ 370	\$ 475.00		
141	Cosmetology S/W	\$ -	\$ 267	\$ 18	\$ 300	\$ 95.00		
142	Culinary Arts S/W	\$ -	\$ 249	\$ -	\$ 90	\$ -		
143	Dental S/W	\$ -	\$ 455	\$ -	\$ 650	\$ 399.00		
144	Early Childhood S/W	\$ 245	\$ 125	\$ -	\$ 180	\$ -		
145	Electrical S/W	\$ 63	\$ -	\$ 300	\$ 500	\$ 270.75		
146	Health Tech S/W	\$ 1,769	\$ 5,105	\$ 4,982	\$ 1,350	\$ 1,425.00		
147	Horticulture S/W	\$ 73	\$ 1,034	\$ -	\$ 360	\$ 380.00		
148	HVAC S/W	\$ -	\$ -	\$ 1,449	\$ 90	\$ 190.00		
149	Information Technology S/W	\$ 475	\$ 2,500	\$ 2,500	\$ 1,800	\$ 1,900.00		
150	Marine S/W	\$ 267	\$ 605	\$ 255	\$ 155	\$ 475.00		
151	Engineering S/W	\$ 572	\$ 29	\$ 138	\$ 250	\$ 285.00		
152	Special Needs S/W	\$ 3,063	\$ -	\$ 439	\$ 1,800	\$ 950.00		
153	English S/W	\$ -	\$ 193	\$ 98	\$ 650	\$ 1,140.00		
154	Health S/W	\$ 38	\$ -	\$ -	\$ 90	\$ 95.00		
155	Science S/W	\$ -	\$ -	\$ -	\$ 315	\$ 237.50		
156	Spanish S/W	\$ 3,292	\$ -	\$ -	\$ -	\$ -		
157	Special Needs Dues	\$ 3	\$ 743	\$ 714	\$ 540	\$ 950.00		
158	Library Books	\$ 4,252	\$ 5,535	\$ 4,725	\$ 4,500	\$ 4,750.00		
159	Library Subscriptions	\$ 3,960	\$ 2,098	\$ 3,801	\$ 3,300	\$ 3,800.00		
160	<b>Total Subscriptions /Workbooks</b>	<b>\$ 18,073</b>	<b>\$ 19,186</b>	<b>\$ 19,668</b>	<b>\$ 17,290</b>	<b>\$ 17,817</b>	<b>3.05%</b>	
161	School Paper Bid	\$ -	\$ 5,300	\$ 2,275	\$ 5,000	\$ 4,500		
162	In-School Suspension Supplies	\$ 55	\$ -	\$ -	\$ -	\$ -		
163	Auto Body Supplies	\$ 1,903	\$ 3,155	\$ 1,888	\$ 2,880	\$ 2,700		
164	Auto Technology Supplies	\$ 2,969	\$ 3,005	\$ 2,617	\$ 4,050	\$ 4,050		
165	Carpentry Supplies	\$ 5,476	\$ 9,568	\$ 2,474	\$ 7,200	\$ 6,300		
166	Cosmetology Supplies	\$ 8,678	\$ 2,422	\$ 7,423	\$ 3,330	\$ 8,100		
167	Culinary Arts Supplies	\$ 8,031	\$ 6,463	\$ 11,182	\$ 5,400	\$ 9,000		

**Cape Cod Regional Technical High School**

**FY19 Budget - Proposed**

	<b>Description</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY19 Proposed Budget</b>	<b>%</b>	<b>Expected Grant Funds</b>
168	Dental Assistant Supplies	\$ 3,700	\$ 3,088	\$ 6,036	\$ 8,437	\$ 9,248		
169	Early Childhood Supplies	\$ 1,651	\$ 1,161	\$ 1,426	\$ 1,620	\$ 450		
170	Electrical Supplies	\$ 7,607	\$ 6,277	\$ 6,462	\$ 7,470	\$ 8,010		
171	Graphic Arts Supplies	\$ 1,253	\$ 771	\$ 10,025	\$ 1,800	\$ 2,700		
172	Health Technology Supplies	\$ 7,629	\$ 2,619	\$ 3,951	\$ 6,300	\$ 5,400		
173	Horticulture Supplies	\$ 10,632	\$ 10,434	\$ 19,167	\$ 9,000	\$ 16,200		
174	HVAC Supplies	\$ 5,952	\$ 14,145	\$ 3,106	\$ 10,000	\$ 7,200		
175	Information Technology Supplies	\$ 5,400	\$ 1,138	\$ 3,038	\$ 2,500	\$ 2,250		
176	Marine Mechanics Supplies	\$ 13,814	\$ 9,333	\$ 6,321	\$ 7,000	\$ 6,300		
177	Plumbing Supplies	\$ 14,787	\$ 9,124	\$ 11,997	\$ 9,900	\$ 9,000		
178	Welding Supplies	\$ 18,280	\$ 17,164	\$ 15,601	\$ 12,000	\$ 7,200		
179	Exploratory Supplies	\$ 3,308	\$ 4,823	\$ 14,474	\$ 4,500	\$ 9,000		
180	Engineering Supplies	\$ 1,254	\$ 8,593	\$ 10,444	\$ 6,000	\$ 7,650		
181	Voc. General Supplies	\$ -	\$ 36	\$ 2,521	\$ -	\$ -		
182	Safety Supplies / OSHA Training	\$ 7,164	\$ 15,343	\$ 15,773	\$ 8,000	\$ 13,500		
183	Special Needs Supplies	\$ 4,150	\$ 2,685	\$ 2,951	\$ 3,000	\$ 2,700		
184	21st Century Skills Supplies	\$ 827	\$ 378	\$ 450	\$ 900	\$ 495		
185	English Supplies	\$ 3,630	\$ 4,267	\$ 2,389	\$ 3,000	\$ 1,800		
186	Health Education Supplies	\$ 814	\$ 384	\$ 534	\$ 900	\$ 1,080		
187	Math Supplies	\$ 5,493	\$ 1,405	\$ 1,173	\$ 2,500	\$ 2,700		
188	Phys. Ed. Supplies	\$ 2,821	\$ 1,309	\$ 1,485	\$ 2,000	\$ 1,800		
189	Science Supplies	\$ 4,384	\$ 1,444	\$ 4,574	\$ 2,500	\$ 3,600		
190	Social Studies Supplies	\$ 2,707	\$ 630	\$ 690	\$ 1,500	\$ 900		
191	Spanish Supplies	\$ 670	\$ 539	\$ 32	\$ 500	\$ 450		
192	Art Supplies	\$ 3,334	\$ 3,073	\$ 5,400	\$ 2,700	\$ 4,500		
193	Library Supplies	\$ 999	\$ 2,036	\$ 1,027	\$ 1,800	\$ 1,350		
194	<b>Total Educational Supplies</b>	<b>\$ 159,370</b>	<b>\$ 152,114</b>	<b>\$ 178,904</b>	<b>\$ 143,687</b>	<b>\$ 160,133</b>	<b>11.45%</b>	
195	Field Trips-Competitions	\$ 30,055	\$ 38,737	\$ 47,631	\$ 35,000	\$ 48,000		
196	Senior Project	\$ 792	\$ 675	\$ 1,043	\$ 800	\$ 800		
197	Summer School	\$ -	\$ 1,368	\$ 9,820	\$ 6,000	\$ 6,000		
198	Tutoring & Credit Recovery	\$ -	\$ -	\$ 8,432	\$ 8,000	\$ 10,000		
199	<b>Total Other Instructional Services</b>	<b>\$ 30,847</b>	<b>\$ 40,780</b>	<b>\$ 66,925</b>	<b>\$ 49,800</b>	<b>\$ 64,800</b>	<b>30.12%</b>	
200	Guidance Counselors (4)	\$ 297,836	\$ 295,637	\$ 337,729	\$ 300,718	\$ 315,664		
201	At Risk Counselor (1)	\$ 57,455	\$ 61,295	\$ 65,269	\$ 70,292	\$ 77,084		
202	Guidance Secretaries (2)	\$ 84,442	\$ 84,961	\$ 91,690	\$ 89,821	\$ 96,300		
203	Guidance Supplies	\$ 7,960	\$ 5,880	\$ 4,773	\$ 5,000	\$ 5,000		

**Cape Cod Regional Technical High School**

**FY19 Budget - Proposed**

	<b>Description</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY19 Proposed Budget</b>	<b>%</b>	<b>Expected Grant Funds</b>
204	Guidance Public Relations	\$ 6,879	\$ 8,630	\$ 7,882	\$ 9,000	\$ 9,000		
205	Volunteer Lunches	\$ 704	\$ 664	\$ 383	\$ 700	\$ -		
206	Guidance Travel	\$ 238	\$ 18	\$ 1,163	\$ 200	\$ 200		
207	Dues & Subscriptions	\$ 180	\$ 3,953	\$ 375	\$ 200	\$ 200		
208	ELL Testing & Services	\$ 1,071		\$ 2,129	\$ 4,000	\$ 4,000		
209	<b>Total Guidance and Counseling Services</b>	<b>\$ 456,764</b>	<b>\$ 461,038</b>	<b>\$ 511,393</b>	<b>\$ 479,931</b>	<b>\$ 507,448</b>	<b>5.73%</b>	
210	Psychological Services	\$ 42,628	\$ 47,300	\$ 50,937	\$ 40,000	\$ 48,000		
211	<b>Total Psychological Services</b>	<b>\$ 42,628</b>	<b>\$ 47,300</b>	<b>\$ 50,937</b>	<b>\$ 40,000</b>	<b>\$ 48,000</b>	<b>20.00%</b>	
212	Nurse (1)	\$ 46,753	\$ 50,971	\$ 66,369	\$ 69,542	\$ 73,977		
213	Assistant to Nurse (.4)	\$ 15,126	\$ 18,606	\$ 28,227	\$ 31,738	\$ 32,452		
214	Medical Services	\$ 180	\$ -	\$ -	\$ 350	\$ 350		
215	Nurse's Supplies	\$ 3,266	\$ 2,358	\$ 2,203	\$ 3,000	\$ 3,000		
216	<b>Total Health Services</b>	<b>\$ 65,325</b>	<b>\$ 71,935</b>	<b>\$ 96,799</b>	<b>\$ 104,630</b>	<b>\$ 109,779</b>	<b>4.92%</b>	
217	Basic Transportation	\$ 590,893	\$ 663,248	\$ 678,526	\$ 690,000	\$ 690,000		
218	Late Transportation	\$ 47,959	\$ 61,454	\$ 70,154	\$ 56,000	\$ 90,000		
219	Special Needs Transportation	\$ 29,082	\$ 37,695	\$ 26,708	\$ 28,000	\$ 28,000		
220	Homeless Transportation	\$ -	\$ -	\$ 1,628	\$ 19,000	\$ 22,000		
221	<b>Total Student Transportation</b>	<b>\$ 667,934</b>	<b>\$ 762,397</b>	<b>\$ 777,016</b>	<b>\$ 793,000</b>	<b>\$ 830,000</b>	<b>4.67%</b>	
222	School Lunch	\$ 55,900	\$ 76,500	\$ 50,000	\$ 45,000	\$ 28,000		
223	<b>Total Food Services</b>	<b>\$ 55,900</b>	<b>\$ 76,500</b>	<b>\$ 50,000</b>	<b>\$ 45,000</b>	<b>\$ 28,000</b>	<b>-37.78%</b>	
224	Coaches	\$ 103,450	\$ 110,019	\$ 105,732	\$ 114,061	\$ 110,796		
225	Sports Clinics/Trainer	\$ 5,005	\$ 4,203	\$ 6,884	\$ 8,000	\$ 8,000		
226	Officials	\$ 19,505	\$ 23,499	\$ 20,747	\$ 20,000	\$ 20,000		
227	Activity Staff	\$ 11,878	\$ 11,205	\$ 5,662	\$ 8,000	\$ 8,000		
228	Ice Time	\$ 21,532	\$ 25,850	\$ 19,480	\$ 25,000	\$ 25,000		
229	Game Transportation	\$ 32,429	\$ 41,343	\$ 35,729	\$ 40,000	\$ 40,000		
230	Athletic Supplies	\$ 40,814	\$ 41,525	\$ 29,818	\$ 40,000	\$ 40,000		
231	Equipment Reconditioning	\$ 3,195	\$ 6,585	\$ 4,050	\$ 5,000	\$ 5,000		
232	Athletic Dues & Subscriptions	\$ 5,269	\$ 4,035	\$ 4,625	\$ 4,000	\$ 4,000		
233	Athletic Travel	\$ 194	\$ -	\$ 73	\$ -	\$ -		
234	<b>Total Athletic Services</b>	<b>\$ 243,270</b>	<b>\$ 268,264</b>	<b>\$ 232,799</b>	<b>\$ 264,061</b>	<b>\$ 260,796</b>	<b>-1.24%</b>	
235	Advisors	\$ 42,873	\$ 46,042	\$ 38,419	\$ 41,884	\$ 43,201		
236	Student Activities	\$ 20,461	\$ 32,463	\$ 17,336	\$ 20,000	\$ 20,000		
237	<b>Total Other Student Activities</b>	<b>\$ 63,334</b>	<b>\$ 78,505</b>	<b>\$ 55,755</b>	<b>\$ 61,884</b>	<b>\$ 63,201</b>	<b>2.13%</b>	

**Cape Cod Regional Technical High School**

**FY19 Budget - Proposed**

	<b>Description</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY19 Proposed Budget</b>	<b>%</b>	<b>Expected Grant Funds</b>
238	Police Liason Officer	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		
239	After School Supervision	\$ 6,732	\$ 5,125	\$ 8,961	\$ 7,000	\$ 7,000		
240	Security	\$ 1,356	\$ 1,698	\$ 754	\$ 1,500	\$ 1,500		
241	<b>Total School Security</b>	<b>\$ 28,088</b>	<b>\$ 26,823</b>	<b>\$ 29,715</b>	<b>\$ 28,500</b>	<b>\$ 28,500</b>	<b>0.00%</b>	
242	Custodians (5)	\$ 237,399	\$ 228,858	\$ 235,410	\$ 238,605	\$ 243,984		
243	Custodial/Matron (.8)	\$ 37,940	\$ 39,337	\$ 39,626	\$ 38,520	\$ 39,391		
244	Contracted Services	\$ 1,918	\$ 481	\$ 614	\$ 500	\$ 500		
245	Custodial Supplies	\$ 32,931	\$ 37,380	\$ 36,941	\$ 33,000	\$ 33,000		
246	Custodial Clothing Allowance	\$ 6,091	\$ 7,965	\$ 7,149	\$ 4,000	\$ 5,500		
247	<b>Total Custodial Services</b>	<b>\$ 316,279</b>	<b>\$ 314,021</b>	<b>\$ 319,741</b>	<b>\$ 314,625</b>	<b>\$ 322,375</b>	<b>2.46%</b>	
248	Heat for Building - Gas	\$ 271,811	\$ 199,142	\$ 188,912	\$ 220,000	\$ 200,000		
249	Heat for Building - Oil	\$ 3,704	\$ 1,034	\$ 589	\$ 1,000	\$ 1,000		
250	<b>Total Heat of Building</b>	<b>\$ 275,515</b>	<b>\$ 200,175</b>	<b>\$ 189,500</b>	<b>\$ 221,000</b>	<b>\$ 201,000</b>	<b>-9.05%</b>	
251	Telephone	\$ 19,454	\$ 17,014	\$ 16,109	\$ 19,000	\$ 18,000		
252	Water	\$ 8,495	\$ 8,506	\$ 6,493	\$ 8,500	\$ 8,000		
253	Electricity	\$ 206,607	\$ 226,628	\$ 257,215	\$ 227,000	\$ 256,016		
254	Gasoline	\$ 21,557	\$ 14,269	\$ 14,718	\$ 19,000	\$ 16,000		
255	Refuse Removal	\$ 24,383	\$ 25,156	\$ 27,614	\$ 26,000	\$ 27,000		
256	<b>Total Utility Services</b>	<b>\$ 280,496</b>	<b>\$ 291,573</b>	<b>\$ 322,148</b>	<b>\$ 299,500</b>	<b>\$ 325,016</b>	<b>8.52%</b>	
257	Student Wages	\$ 34,042	\$ 18,927	\$ 16,003	\$ 15,000	\$ 15,000		
258	Groundskeeper (1)	\$ 47,982	\$ 49,870	\$ 49,320	\$ 51,739	\$ 52,894		
259	Snow Removal	\$ 48,573	\$ 14,490	\$ 25,515	\$ 25,000	\$ 25,000		
260	Grounds Contracted Services	\$ 4,609	\$ 595	\$ 15,152	\$ 4,800	\$ 4,800		
261	Grounds Supplies	\$ 33,646	\$ 38,781	\$ 35,153	\$ 33,250	\$ 33,250		
262	<b>Total Maintenance of Grounds</b>	<b>\$ 168,852</b>	<b>\$ 122,663</b>	<b>\$ 141,143</b>	<b>\$ 129,789</b>	<b>\$ 130,944</b>	<b>0.89%</b>	

**Cape Cod Regional Technical High School**

**FY19 Budget - Proposed**

	Description	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Proposed Budget	%	Expected Grant Funds
263	Building & Grounds Supervisor (1)	\$ 70,187	\$ 79,240	\$ 81,617	\$ 83,454	\$ 85,749		
264	Maintenance Employees (2)	\$ 53,390	\$ 97,773	\$ 105,503	\$ 103,134	\$ 109,745		
265	Maintenance Employees - Summer Work	\$ 20,846	\$ 31,722	\$ 11,212	\$ 20,000	\$ 15,000		
266	Maint. of Building Supplies	\$ 72,642	\$ 88,783	\$ 62,410	\$ 76,000	\$ 70,000		
267	Electrical Contracted Service	\$ 7,975	\$ 4,735	\$ 19,512	\$ 8,000	\$ 5,000		
268	Emergency Services	\$ 28,704	\$ 25,250	\$ 33,903	\$ 25,000	\$ 25,000		
269	Mechanical Contracted Services	\$ 18,451	\$ 7,094	\$ 32,787	\$ 16,200	\$ 16,200		
270	Air Conditioning Cont. Serv.	\$ 19,414	\$ 16,000	\$ 22,419	\$ 16,000	\$ 16,000		
271	Building Contracted Services	\$ 90,392	\$ 112,365	\$ 58,545	\$ 90,000	\$ 79,500		
272	<b>Total Maintenance of Building</b>	<b>\$ 382,000</b>	<b>\$ 462,962</b>	<b>\$ 427,908</b>	<b>\$ 437,788</b>	<b>\$ 422,194</b>	<b>-3.56%</b>	
273	Maint. Equipment - Tri Generation	\$ 64,762	\$ 59,002	\$ 25,185	\$ 45,000	\$ -		
274	Maint. Equipment - Administration	\$ 119,379	\$ 56,463	\$ 39,244	\$ 30,000	\$ 30,000		
275	Maint. Equipment - Vocational	\$ 10,317	\$ 14,901	\$ 33,013	\$ 13,500	\$ 13,500		
276	Maint. Equipment - Academic	\$ 1,534	\$ 3,153	\$ 1,617	\$ 2,700	\$ 2,700		
277	Maint. Equipment - Maintenance	\$ 2,969	\$ 4,288	\$ 2,636	\$ 7,200	\$ 7,200		
278	Maintenance of Vehicles	\$ 20,112	\$ 24,535	\$ 30,853	\$ 22,500	\$ 22,500		
279	<b>Total Maintenance of Equipment</b>	<b>\$ 219,073</b>	<b>\$ 162,343</b>	<b>\$ 132,548</b>	<b>\$ 120,900</b>	<b>\$ 75,900</b>	<b>-37.22%</b>	
280	Barnstable County Retirement Assessment	\$ 396,910	\$ 426,846	\$ 416,008	\$ 404,171	\$ 497,610		
281	<b>Total Employee Retirement</b>	<b>\$ 396,910</b>	<b>\$ 426,846</b>	<b>\$ 416,008</b>	<b>\$ 404,171</b>	<b>\$ 497,610</b>	<b>23.12%</b>	
282	Employee Health Insurance	\$ 1,067,131	\$ 1,128,541	\$ 1,347,589	\$ 1,422,057	\$ 1,396,626		\$ 40,000
283	Employee Dental Insurance	\$ 112,995	\$ 119,585	\$ 89,046	\$ 116,041	\$ 101,854		
284	Employee Long Term Disability Ins.	\$ 22,069	\$ 16,229	\$ 15,211	\$ 18,126	\$ 16,327		
285	Employee Life Insurance	\$ 11,658	\$ 11,526	\$ 12,934	\$ 12,060	\$ 13,000		
286	Medicare Tax	\$ 115,178	\$ 117,838	\$ 114,747	\$ 125,000	\$ 125,000		
287	Unemployment Insurance	\$ 52,189	\$ 48,760	\$ 31,145	\$ 54,000	\$ 50,000		
288	Workers' Comp. Insurance	\$ 123,244	\$ 99,479	\$ 94,565	\$ 88,076	\$ 80,000		
289	Retirees Health Insurance	\$ 448,609	\$ 498,617	\$ 474,406	\$ 575,621	\$ 595,999		
290	Retiree Section 18 Penalty	\$ 6,295	\$ 4,348	\$ 3,009	\$ 4,000	\$ 3,000		
291	OPEB Obligation	\$ 10,000	\$ 20,000	\$ 165,000	\$ 80,000	\$ 95,000		
292	Property & Liability Ins.	\$ 170,912	\$ 192,068	\$ 186,581	\$ 160,192	\$ 177,608		
293	Excess Liability Insurance	\$ 10,548	\$ 7,670	\$ 8,565	\$ 10,548	\$ 11,358		
294	Student Insurance	\$ 14,871	\$ 15,011	\$ 15,195	\$ 15,000	\$ 15,000		
295	Treasurer's Bond	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350		
296	<b>Total Insurances</b>	<b>\$ 2,166,050</b>	<b>\$ 2,280,022</b>	<b>\$ 2,558,344</b>	<b>\$ 2,681,071</b>	<b>\$ 2,681,122</b>	<b>0.00%</b>	<b>\$ 40,000</b>
297								

**Cape Cod Regional Technical High School**

**FY19 Budget - Proposed**

	Description	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Proposed Budget	%	Expected Grant Funds
298	Postage Meter	\$ 2,931	\$ 3,051	\$ 1,492	\$ 3,050	\$ 3,050		
299	<b>Total Fixed Lease Charges</b>	<b>\$ 2,931</b>	<b>\$ 3,051</b>	<b>\$ 1,492</b>	<b>\$ 3,050</b>	<b>\$ 3,050</b>	<b>0.00%</b>	
300	Building Improvement	\$ 349,694	\$ 358,881	\$ 241,695	\$ 200,000	\$ 150,000		
301	New Equipment	\$ 108,240	\$ 148,210	\$ 81,080	\$ 80,000	\$ 80,000		
302	Technology Equip/Software	\$ 108,148	\$ 93,560	\$ 115,646	\$ 95,000	\$ 95,000		
303	Replacement Equipment	\$ 59,314	\$ 54,405	\$ 88,687	\$ 90,000	\$ 90,000		
304	<b>Total Fixed Assets</b>	<b>\$ 625,397</b>	<b>\$ 655,056</b>	<b>\$ 527,108</b>	<b>\$ 465,000</b>	<b>\$ 415,000</b>	<b>-10.75%</b>	
305	Capital Improvement Stabilization Fund		\$ 400,000					
306	<b>Total Operating and Capital Budget</b>	<b>\$13,905,709</b>	<b>\$14,501,834</b>	<b>\$ 14,442,954</b>	<b>\$ 14,732,000</b>	<b>\$ 14,944,000</b>	<b>1.44%</b>	<b>\$ 172,000</b>
<b>Line #</b>	<b>Description</b>							
80	<i>Math Instructors - Mathematics positions are partially funded by Title I &amp; Title IID Grant Funds</i>							
93	<i>Literacy Coach (1) - Title 1 Grant \$5,000 offset to position</i>							
112	<i>Special Needs Aides - 3.25 positions are funded by Special Needs Grant Funds</i>							
312	<i>Employee Health Insurance - Benefit offset for Special Needs Grant funded employees</i>							



# MONOMOY REGIONAL SCHOOL DISTRICT

## FY19 DRAFT BUDGET

January 11, 2018

Monomoy Regional School District  
 FY19 REVISED DRAFT BUDGET  
 By Location and Cost Center

Location Code	Description	FY19 Revised Draft Budget	FY18 Budget	FY17 Actual	FY16 Actual	FY15 Actual	%
<b>General Fund Expenditure Budget By Cost Center</b>							
<b>TOTAL</b>							
1000	District Leadership & Administration Salaries & Wages	\$943,405	\$944,408	\$951,887	\$847,951	\$853,512	
1000	District Leadership & Administration Expenses	\$493,269	\$435,192	\$346,107	\$284,447	\$409,021	
2000	Instruction Salaries & Wages	\$18,146,981	\$17,422,044	\$16,728,741	\$16,175,914	\$15,046,779	
2000	Instruction Expenses	\$906,708	\$933,269	\$1,020,692	\$865,727	\$884,357	
3000	Other School Services Salaries & Wages	\$820,956	\$840,186	\$749,295	\$667,226	\$648,333	
3000	Other School Services Expenses	\$1,844,626	\$1,777,518	\$1,583,500	\$1,625,913	\$1,525,209	
4000	Operations & Maintenance Salaries & Wages	\$1,151,545	\$1,122,684	\$1,114,073	\$1,035,728	\$1,072,424	
4000	Operations & Maintenance Expenses	\$1,988,974	\$1,988,904	\$1,663,580	\$1,533,944	\$1,501,620	
5000	Fixed Charges	\$7,863,993	\$7,032,145	\$6,362,336	\$5,827,507	\$5,864,593	
7000	Capital	\$305,000	\$305,000	\$305,000	\$250,000	\$49,864	
8000	Debt Retirement & Service	\$2,233,776	\$2,324,931	\$2,411,471	\$2,473,481	\$804,423	
9000	Programs With Other School Districts	\$3,299,567	\$2,988,784	\$3,031,165	\$2,835,637	\$2,561,647	
	<b>Total General Fund</b>	<b>\$39,998,800</b>	<b>\$38,115,065</b>	<b>\$36,267,847</b>	<b>\$34,423,475</b>	<b>\$31,221,782</b>	<b>4.94%</b>
<b>General Fund Expenditure Budget</b>							
	Salaries & Wages	\$21,062,887	\$20,329,322	\$19,543,996	\$18,726,819	\$17,621,048	3.61%
	Expenses	\$5,233,577	\$5,134,883	\$4,613,879	\$4,310,031	\$4,320,207	1.92%
	Fixed Charges	\$7,863,993	\$7,032,145	\$6,362,336	\$5,827,507	\$5,864,593	11.83%
	Capital and Debt Retirement & Service	\$2,538,776	\$2,629,931	\$2,716,471	\$2,723,481	\$854,287	-3.47%
	Programs With Other School Districts	\$3,299,567	\$2,988,784	\$3,031,165	\$2,835,637	\$2,561,647	10.40%
		\$39,998,800	\$38,115,065	\$36,267,847	\$34,423,475	\$31,221,782	4.94%
<b>General Fund Expenditure Budget By Percent</b>							
	Salaries & Wages	52.66%	53.34%	53.89%	54.40%	56.44%	
	Expenses	13.08%	13.47%	12.72%	12.52%	13.84%	
	Fixed Charges	19.66%	18.45%	17.54%	16.93%	18.78%	
	Capital and Debt Retirement & Service	6.35%	6.90%	7.49%	7.91%	2.74%	
	Capital and Debt Retirement & Service	<u>8.25%</u>	<u>7.84%</u>	<u>8.36%</u>	<u>8.24%</u>	<u>8.20%</u>	
		100.00%	100.00%	100.00%	100.00%	100.00%	



Monomoy Regional School District  
 FY19 REVISED DRAFT BUDGET  
 By Location and Cost Center

Location Code	Description	FY19 Revised Draft Budget	FY18 Budget	FY17 Actual	FY16 Actual	FY15 Actual	%
<b>Chatham Elementary</b>							
01	2000 Instruction Salaries & Wages	\$2,513,008	\$2,394,160	\$2,302,130	\$2,184,891	\$2,208,392	4.96%
	2000 Instruction Expenses	\$76,221	\$74,721	\$51,268	\$66,840	\$64,874	2.01%
	3000 Other School Services Salaries & Wages	\$78,017	\$75,652	\$70,120	\$64,107	\$82,634	3.13%
	3000 Other School Services Expenses	\$900	\$900	\$753	\$391	\$369	0.00%
	4000 Operations & Maintenance Salaries & Wages	\$146,541	\$141,904	\$141,528	\$131,336	\$129,280	3.27%
	4000 Operations & Maintenance Expenses	<u>\$159,354</u>	<u>\$159,354</u>	<u>\$129,029</u>	<u>\$113,374</u>	<u>\$134,511</u>	<u>0.00%</u>
	<b>Total Chatham Elementary</b>	<b>\$2,974,041</b>	<b>\$2,846,691</b>	<b>\$2,694,828</b>	<b>\$2,560,939</b>	<b>\$2,620,060</b>	<b>4.47%</b>
<b>Harwich Elementary</b>							
02	2000 Instruction Salaries & Wages	\$4,838,295	\$4,728,669	\$4,404,324	\$4,030,365	\$3,835,364	2.32%
	2000 Instruction Expenses	\$157,291	\$131,091	\$111,920	\$148,813	\$193,576	19.99%
	3000 Other School Services Salaries & Wages	\$104,091	\$132,387	\$84,291	\$75,828	\$49,867	-21.37%
	3000 Other School Services Expenses	\$3,454	\$3,454	\$1,598	\$1,560	\$1,758	0.00%
	4000 Operations & Maintenance Salaries & Wages	\$247,015	\$239,734	\$235,591	\$224,002	\$237,180	3.04%
	4000 Operations & Maintenance Expenses	<u>\$319,601</u>	<u>\$319,601</u>	<u>\$261,229</u>	<u>\$279,281</u>	<u>\$242,445</u>	<u>0.00%</u>
	<b>Total Harwich Elementary</b>	<b>\$5,669,747</b>	<b>\$5,554,936</b>	<b>\$5,098,953</b>	<b>\$4,759,849</b>	<b>\$4,560,190</b>	<b>2.07%</b>
<b>Monomoy Regional Middle</b>							
11	2000 Instruction Salaries & Wages	\$3,986,486	\$3,845,755	\$3,767,394	\$3,652,707	\$3,417,210	3.66%
	2000 Instruction Expenses	\$178,191	\$181,091	\$182,818	\$167,777	\$138,386	-1.60%
	3000 Other School Services Salaries & Wages	\$137,993	\$135,740	\$142,854	\$132,720	\$171,841	1.66%
	3000 Other School Services Expenses	\$41,244	\$41,244	\$18,032	\$23,927	\$24,592	0.00%
	4000 Operations & Maintenance Salaries & Wages	\$237,853	\$231,311	\$230,236	\$198,177	\$218,356	2.83%
	4000 Operations & Maintenance Expenses	<u>\$423,322</u>	<u>\$423,322</u>	<u>\$316,873</u>	<u>\$344,246</u>	<u>\$392,957</u>	<u>0.00%</u>
	<b>Total Monomoy Regional Middle</b>	<b>\$5,005,089</b>	<b>\$4,858,463</b>	<b>\$4,658,207</b>	<b>\$4,519,554</b>	<b>\$4,363,342</b>	<b>3.02%</b>

Monomoy Regional School District  
 FY19 REVISED DRAFT BUDGET  
 By Location and Cost Center

Location Code	Description	FY19 Revised Draft Budget	FY18 Budget	FY17 Actual	FY16 Actual	FY15 Actual	%
<b>Monomoy Regional High</b>							
22	2000 Instruction Salaries & Wages	\$6,013,211	\$5,896,766	\$5,684,798	\$5,242,387	\$4,966,284	1.97%
	2000 Instruction Expenses	\$239,570	\$222,539	\$223,087	\$239,012	\$221,501	7.65%
	3000 Other School Services Salaries & Wages	\$500,855	\$496,407	\$452,030	\$394,571	\$343,991	0.90%
	3000 Other School Services Expenses	\$256,560	\$232,985	\$240,820	\$209,429	\$185,428	10.12%
	4000 Operations & Maintenance Salaries & Wages	\$326,086	\$322,735	\$316,726	\$290,762	\$293,236	1.04%
	4000 Operations & Maintenance Expenses	<u>\$702,887</u>	<u>\$702,887</u>	<u>\$605,195</u>	<u>\$502,190</u>	<u>\$384,885</u>	<u>0.00%</u>
	<b>Total Monomoy Regional High</b>	<b>\$8,039,169</b>	<b>\$7,874,319</b>	<b>\$7,522,656</b>	<b>\$6,878,351</b>	<b>\$6,395,325</b>	<b>2.09%</b>
<b>Districtwide</b>							
30	1000 District Leadership & Administration Salaries & Wages	\$943,405	\$944,408	\$951,887	\$847,951	\$853,512	-0.11%
	1000 District Leadership & Administration Expenses	\$493,269	\$435,192	\$346,107	\$284,447	\$409,021	13.35%
	2000 Instruction Salaries & Wages	\$795,981	\$556,694	\$570,095	\$1,065,564	\$619,529	42.98%
	2000 Instruction Expenses	\$255,435	\$323,827	\$451,599	\$243,285	\$266,020	-21.12%
	3000 Other School Services Salaries & Wages	\$0	\$0	\$0	\$0	\$0	0.00%
	3000 Other School Services Expenses	\$1,542,468	\$1,498,935	\$1,322,297	\$1,390,606	\$1,313,062	2.90%
	4000 Operations & Maintenance Salaries & Wages	\$194,050	\$187,000	\$189,992	\$191,451	\$194,372	3.77%
	4000 Operations & Maintenance Expenses	\$383,810	\$383,740	\$351,254	\$294,853	\$346,822	0.02%
	5000 Fixed Charges	\$7,863,993	\$7,032,145	\$6,362,336	\$5,827,507	\$5,864,593	11.83%
	7000 Capital	\$305,000	\$305,000	\$305,000	\$250,000	\$49,864	0.00%
	8000 Debt Retirement & Service	\$2,233,776	\$2,324,931	\$2,411,471	\$2,473,481	\$804,423	-3.92%
	9000 Programs With Other School Districts	<u>\$3,299,567</u>	<u>\$2,988,784</u>	<u>\$3,031,165</u>	<u>\$2,835,637</u>	<u>\$2,561,647</u>	<u>10.40%</u>
	<b>Total Districtwide</b>	<b>\$18,310,754</b>	<b>\$16,980,656</b>	<b>\$16,293,203</b>	<b>\$15,704,782</b>	<b>\$13,282,865</b>	<b>7.83%</b>
	<b>Grand Total General Fund</b>	<b>\$39,998,800</b>	<b>\$38,115,065</b>	<b>\$36,267,847</b>	<b>\$34,423,475</b>	<b>\$31,221,782</b>	<b>4.94%</b>

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

Print accounts with zero balance   
  Round to whole dollars   
  Account on new page

From Date: 7/1/2018

To Date: 6/30/2019

Exclude inactive accounts with zero balance

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.01.2210.100.210.005.3421	Principal Salaries	\$115,744	\$115,744	\$115,744	\$112,938	\$102,470	\$123,173	0.00
1000.01.2210.200.210.005.3422	Principal Clerical Salaries	\$75,704	\$72,423	\$72,422	\$59,757	\$59,128	\$55,483	4.53
1000.01.2210.300.210.005.3423	Principal Other Salaries	\$0	\$0	\$0	\$0	\$700	\$0	0.00
1000.01.2210.500.210.005.3425	Principal Supplies	\$4,477	\$4,477	\$3,971	\$4,612	\$6,727	\$5,752	0.00
1000.01.2210.600.210.005.3426	Principal Other Expense	\$650	\$790	\$335	\$213	\$89	\$0	(17.72)
1000.01.2210.620.210.005.3426	Principal Dues	\$640	\$640	\$535	\$69	\$0	\$0	0.00
Function: Sch. Leadership - 2210		\$197,215	\$194,074	\$193,007	\$177,588	\$169,115	\$184,408	1.62
1000.01.2305.110.403.001.3450	Teachers Salaries	\$1,213,901	\$1,201,479	\$1,201,248	\$1,333,044	\$1,201,106	\$1,060,540	1.03
1000.01.2305.110.404.001.3450	Teachers Salaries EC	\$94,506	\$94,506	\$94,506	\$89,957	\$52,326	\$83,974	0.00
1000.01.2305.110.408.001.3451	Teachers Salaries Small Grou	\$173,992	\$139,447	\$139,447	\$0	\$0	\$0	24.77
1000.01.2305.110.600.002.3450	Teachers Salary Special Ed	\$221,744	\$219,947	\$219,947	\$207,620	\$193,157	\$204,973	0.82
Function: Classroom Teachers - 2305		\$1,704,143	\$1,655,379	\$1,655,148	\$1,630,621	\$1,446,588	\$1,349,487	2.95
1000.01.2310.110.408.001.3451	Specialists, Small Group	\$0	\$0	\$0	\$58,557	\$85,029	\$122,185	0.00
Function: Specialists, Small Group - 2310		\$0	\$0	\$0	\$58,557	\$85,029	\$122,185	0.00
1000.01.2315.110.505.001.3461	Team Leaders Inst. Coord	\$0	\$0	\$0	\$30,774	\$28,983	\$16,412	0.00
Function: Team Leaders Inst. Coord, - 2315		\$0	\$0	\$0	\$30,774	\$28,983	\$16,412	0.00
1000.01.2320.110.600.002.3465	Medical/Therapeutic Salaries	\$173,389	\$161,093	\$151,628	\$100,157	\$87,145	\$137,141	7.63
1000.01.2320.410.600.002.3468	Medical/Therapeutic Contract	\$2,000	\$2,000	\$0	\$6,032	\$6,434	\$8,873	0.00
Function: Medical/Therapeutic Svcs. - 2320		\$175,389	\$163,093	\$151,628	\$106,189	\$93,579	\$146,014	7.5

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

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 Exclude inactive accounts with zero balance  
 Definition: 1. FY19 Revised Draft Budget

From Date: 7/1/2018      To Date: 6/30/2019

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.01.2324.300.400.001.3470	Substitutes, Long Term	\$10,000	\$10,000	\$5,058	\$0	\$0	\$0	0.00
Function: Substitutes, Long Term - 2324		\$10,000	\$10,000	\$5,058	\$0	\$0	\$0	0.00
1000.01.2325.300.400.001.3470	Substitutes Regular Day	\$55,000	\$41,554	\$20,774	\$47,179	\$53,756	\$70,109	32.36
Function: Substitutes, Short Term - 2325		\$55,000	\$41,554	\$20,774	\$47,179	\$53,756	\$70,109	32.36
1000.01.2330.300.400.001.3473	Instruct Assist Regular Day	\$48,742	\$34,693	\$32,716	\$8,820	\$18,393	\$15,340	40.50
1000.01.2330.300.600.002.3473	Instruct Assist Special Ed	\$85,337	\$70,763	\$69,457	\$72,348	\$120,722	\$84,218	20.60
Function: Teacher Assistant - 2330		\$134,079	\$105,455	\$102,173	\$81,168	\$139,115	\$99,559	27.14
1000.01.2340.110.250.005.3476	Librarian & Media Ctr Salaries	\$73,414	\$64,708	\$64,418	\$38,350	\$33,837	\$69,170	13.45
Function: Librarian & Media Ctr Dir - 2340		\$73,414	\$64,708	\$64,418	\$38,350	\$33,837	\$69,170	13.45
1000.01.2353.110.184.002.3491	Tchr Prof Days Special Ed	\$500	\$1,000	\$744	\$823	\$175	\$166	(50.00)
Function: Tchr/Instr Staff Prof Days - 2353		\$500	\$1,000	\$744	\$823	\$175	\$166	(50.00)
1000.01.2354.110.505.001.3461	Instruct Leaders Dpt Head Stip	\$36,927	\$36,927	\$36,927	\$0	\$0	\$0	0.00
Function: Instructional Coaching Stipends/ Mentors - 2354		\$36,927	\$36,927	\$36,927	\$0	\$0	\$0	0.00
1000.01.2356.600.184.001.3498	Staff Attending Prof Develop	\$5,755	\$5,755	\$970	\$0	\$0	\$0	0.00
Function: Staff Attending Prof Development - 2356		\$5,755	\$5,755	\$970	\$0	\$0	\$0	0.00
1000.01.2357.400.184.001.3696	Contract Serv Principal Coach	\$0	\$0	\$0	\$0	\$2,475	\$2,750	0.00

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

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From Date: 7/1/2018

To Date: 6/30/2019

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.01.2357.600.184.001.3498	Prof Dev Other Expense	\$0	\$0	\$0	\$2,019	\$3,500	\$266	0.00
Function: Prof Dev, Stipends And Exps. - 2357		\$0	\$0	\$0	\$2,019	\$5,975	\$3,016	0.00
1000.01.2410.510.400.001.3505	Textbk/Sftware/Media Mtls Re	\$13,160	\$13,160	\$13,125	\$2,075	\$1,010	\$10,304	0.00
Function: Textbk/Sftware/Media Mtls - 2410		\$13,160	\$13,160	\$13,125	\$2,075	\$1,010	\$10,304	0.00
1000.01.2415.500.400.001.3515	Other Instruct Matl Regular Ds	\$21,622	\$21,622	\$6,801	\$9,534	\$13,635	\$11,317	0.00
Function: Oth Instructional Matl. - 2415		\$21,622	\$21,622	\$6,801	\$9,534	\$13,635	\$11,317	0.00
1000.01.2430.500.400.001.3535	Gen Supplies Regular Day	\$16,926	\$16,926	\$12,778	\$14,279	\$13,514	\$9,921	0.00
1000.01.2430.500.600.002.3535	Gen Supplies Special Ed	\$3,500	\$4,000	\$2,318	\$2,840	\$3,450	\$2,430	(12.50)
Function: General Supplies - 2430		\$20,426	\$20,926	\$15,096	\$17,119	\$16,964	\$12,351	(2.39)
1000.01.2440.505.403.001.3542	Field Trips	\$5,852	\$5,852	\$5,009	\$6,031	\$7,421	\$5,563	0.00
Function: Oth Instructional Svcs. - 2440		\$5,852	\$5,852	\$5,009	\$6,031	\$7,421	\$5,563	0.00
1000.01.2710.110.270.001.3561	Guidance/Adj Counselors Sal	\$92,061	\$89,553	\$89,553	\$88,324	\$88,700	\$86,514	2.80
1000.01.2710.500.270.001.3565	Guidance/Adj Counselors Sup	\$1,300	\$1,300	\$627	\$1,277	\$961	\$639	0.00
1000.01.2710.600.270.001.3566	Guidance/Adj Counselors Oth	\$339	\$339	\$0	\$0	\$70	\$134	0.00
Function: Guidance/Adj. Counselors - 2710		\$93,700	\$91,192	\$90,180	\$89,601	\$89,731	\$87,287	2.75
1000.01.2800.110.280.002.3581	Psychological Services Sal Sr	\$42,047	\$37,324	\$36,882	\$53,483	\$59,264	\$78,992	12.65
1000.01.2800.400.280.002.3584	Psychological Services Contr	\$0	\$1,000	\$0	\$2,288	\$1,081	\$4,920	(100.00)
1000.01.2800.500.280.002.3585	Psychological Services Suppli	\$0	\$0	\$0	\$0	\$791	\$1,686	0.00

## Monomoy Regional School District

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To Date: 6/30/2019

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.01.2800.600.280.002.3586	Psychological Services Othr E	\$0	\$0	\$0	\$0	\$5,683	\$319	0.00
Function: Psychological Services - 2800		\$42,047	\$38,324	\$36,882	\$55,771	\$66,818	\$85,917	9.71
1000.01.3200.110.322.005.1441	Medical/Health Svcs. Salaries	\$61,517	\$59,152	\$59,152	\$55,490	\$51,927	\$71,870	4.00
1000.01.3200.500.322.005.1445	Medical/Health Supplies	\$900	\$900	\$816	\$753	\$391	\$369	0.00
Function: Medical/Health Svcs. - 3200		\$62,417	\$60,052	\$59,968	\$56,243	\$52,318	\$72,239	3.94
1000.01.3520.330.385.005.1523	Other Student Activities Advis	\$16,500	\$16,500	\$7,972	\$14,630	\$12,180	\$10,764	0.00
Function: Other Student Activities - 3520		\$16,500	\$16,500	\$7,972	\$14,630	\$12,180	\$10,764	0.00
1000.01.4110.300.770.005.1563	Custodial Salaries	\$140,741	\$136,104	\$136,086	\$132,261	\$125,864	\$117,932	3.41
1000.01.4110.300.771.005.1563	Custodial Substitutes	\$5,800	\$5,800	\$7,317	\$9,266	\$5,472	\$11,348	0.00
1000.01.4110.580.770.005.1565	Custodial Supplies	\$9,000	\$9,000	\$191	\$0	\$2,229	\$8,454	0.00
Function: Custodial Services - 4110		\$155,541	\$150,904	\$143,594	\$141,528	\$133,566	\$137,734	3.07
1000.01.4120.633.773.005.1576	Heating	\$40,675	\$40,675	\$39,982	\$37,966	\$35,246	\$38,802	0.00
Function: Heating - 4120		\$40,675	\$40,675	\$39,982	\$37,966	\$35,246	\$38,802	0.00
1000.01.4130.635.775.005.1586	Utilities Electricity	\$41,619	\$41,619	\$41,619	\$38,784	\$38,526	\$44,795	0.00
1000.01.4130.636.775.005.1586	UtilitiesTelephone	\$9,560	\$9,560	\$6,500	\$8,938	\$8,260	\$9,002	0.00
Function: Utilities - 4130		\$51,179	\$51,179	\$48,119	\$47,722	\$46,786	\$53,797	0.00
1000.01.4210.600.760.005.1596	Maintenance of Grounds	\$3,500	\$3,500	\$775	\$351	\$0	\$3,026	0.00
Function: Maintenance Of Grounds - 4210		\$3,500	\$3,500	\$775	\$351	\$0	\$3,026	0.00

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

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Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.01.4220.600.800.005.1605	Maintenance of Building Other	\$50,000	\$50,000	\$28,545	\$38,648	\$24,235	\$27,490	0.00
Function: Maintenance Of Buildings - 4220		\$50,000	\$50,000	\$28,545	\$38,648	\$24,235	\$27,490	0.00
1000.01.4230.400.900.005.1624	Maintenance of Equipment Cc	\$5,000	\$5,000	\$4,924	\$4,342	\$4,877	\$2,942	0.00
Function: Maintenance Of Equipment - 4230		\$5,000	\$5,000	\$4,924	\$4,342	\$4,877	\$2,942	0.00
Location: Chatham Elementary School - 01		\$2,974,041	\$2,846,831	\$2,731,821	\$2,694,828	\$2,560,939	\$2,620,060	4.47
1000.02.2210.100.210.005.3421	Principal Salaries	\$225,422	\$225,422	\$225,422	\$218,593	\$222,225	\$239,908	0.00
1000.02.2210.200.210.005.3422	Principal Clerical Salaries	\$160,105	\$165,231	\$165,137	\$160,787	\$154,203	\$148,660	(3.10)
1000.02.2210.500.210.005.3425	Principal Supplies	\$11,082	\$11,082	\$10,410	\$11,656	\$6,299	\$18,904	0.00
1000.02.2210.600.210.005.3426	Principal Other Expense	\$3,000	\$3,000	\$748	\$2,212	\$1,318	\$1,931	0.00
1000.02.2210.620.210.005.3426	Principal Dues	\$1,278	\$1,278	\$778	\$885	\$1,837	\$1,950	0.00
Function: Sch. Leadership - 2210		\$400,887	\$406,013	\$402,495	\$394,133	\$385,883	\$411,353	(1.26)
1000.02.2250.600.160.005.3446	Building Technology Other Ex	\$0	\$0	\$0	\$0	\$0	\$6,437	0.00
Function: Building Technology - 2250		\$0	\$0	\$0	\$0	\$0	\$6,437	0.00
1000.02.2305.110.403.001.3450	Teachers Salaries	\$2,368,723	\$2,392,492	\$2,391,008	\$2,185,275	\$2,158,303	\$2,101,196	(0.99)
1000.02.2305.110.404.001.3450	Teachers Salaries EC	\$207,385	\$74,846	\$74,846	\$0	\$0	\$0	177.08
1000.02.2305.110.408.001.3451	Teachers Salaries Small Grou	\$322,268	\$235,635	\$235,635	\$0	\$0	\$0	36.77
1000.02.2305.110.600.002.3450	Teachers Salaries Special Ed	\$495,808	\$699,422	\$693,614	\$627,344	\$503,806	\$471,668	(29.11)
Function: Classroom Teachers - 2305		\$3,394,184	\$3,402,395	\$3,395,103	\$2,812,619	\$2,662,110	\$2,572,864	(0.24)

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

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Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.02.2310.110.403.001.3450	Professional Salaries	\$0	\$0	\$0	\$70,212	\$65,703	\$56,005	0.00
1000.02.2310.110.408.001.3451	Specialists, Small Group	\$0	\$0	\$0	\$214,972	\$134,733	\$135,897	0.00
Function: Specialists, Small Group - 2310		\$0	\$0	\$0	\$285,184	\$200,436	\$191,902	0.00
1000.02.2315.110.505.001.3461	Team Leaders Inst. Coord	\$0	\$0	\$0	\$34,876	\$28,721	\$16,412	0.00
Function: Team Leaders Inst. Coord, - 2315		\$0	\$0	\$0	\$34,876	\$28,721	\$16,412	0.00
1000.02.2320.110.600.002.3465	Medical/Therapeutic Salaries	\$187,555	\$181,005	\$179,336	\$205,636	\$170,894	\$247,007	3.62
1000.02.2320.410.600.002.3468	Medical/Therapeutic Contract	\$1,000	\$1,000	\$2,923	\$34,448	\$46,185	\$36,538	0.00
Function: Medical/Therapeutic Svcs. - 2320		\$188,555	\$182,005	\$182,258	\$240,084	\$217,079	\$283,544	3.60
1000.02.2324.300.400.001.3470	Substitutes, Long Term	\$10,000	\$10,000	\$0	\$0	\$0	\$0	0.00
Function: Substitutes, Long Term - 2324		\$10,000	\$10,000	\$0	\$0	\$0	\$0	0.00
1000.02.2325.300.400.001.3470	Substitutes Regular Day	\$85,000	\$71,554	\$36,080	\$158,880	\$115,792	\$128,565	18.79
Function: Substitutes, Short Term - 2325		\$85,000	\$71,554	\$36,080	\$158,880	\$115,792	\$128,565	18.79
1000.02.2330.300.400.001.3473	Instruct Assist Regular Day	\$195,283	\$178,717	\$178,078	\$141,403	\$97,536	\$55,226	9.27
1000.02.2330.300.600.002.3473	Instruct Assist Special Ed	\$341,190	\$256,456	\$230,829	\$204,399	\$205,774	\$35,627	33.04
Function: Teacher Assistant - 2330		\$536,473	\$435,173	\$408,907	\$345,803	\$303,310	\$90,853	23.28
1000.02.2340.110.250.005.3476	Librarian & Media Ctr Salaries	\$56,330	\$54,163	\$54,163	\$49,331	\$46,163	\$89,062	4.00
1000.02.2340.300.250.005.3478	Librarian & Media Ctr Othr Sa	\$0	\$0	\$0	\$0	\$0	\$6,441	0.00
Function: Librarian & Media Ctr Dir - 2340		\$56,330	\$54,163	\$54,163	\$49,331	\$46,163	\$95,503	4.00



**Monomoy Regional School District**

**\*\*\*\*FY19 Draft Budget GF SC CB SUMMARY**

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Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.02.2353.110.184.002.3491	Tchr Prof Days Special Ed	\$1,500	\$2,000	\$644	\$1,294	\$200	\$66	(25.00)
1000.02.2353.300.184.002.3492	Instr Staff Prof Days Special E	\$0	\$0	\$52	\$201	\$685	\$1,548	0.00
Function: Tchr/Instr Staff Prof Days - 2353		\$1,500	\$2,000	\$696	\$1,495	\$885	\$1,614	(25.00)
1000.02.2354.110.505.001.3461	Instruct Leaders Dpt Head Sti	\$36,927	\$36,927	\$36,927	\$0	\$0	\$0	0.00
Function: Instructional Coaching Stipends/ Mentors - 2354		\$36,927	\$36,927	\$36,927	\$0	\$0	\$0	0.00
1000.02.2356.600.184.001.3498	Staff Attending Prof Develop	\$7,000	\$7,000	\$2,339	\$0	\$0	\$0	0.00
Function: Staff Attending Prof Development - 2356		\$7,000	\$7,000	\$2,339	\$0	\$0	\$0	0.00
1000.02.2357.600.184.001.3498	Prof Dev Other Expense	\$0	\$0	\$0	\$3,561	\$7,000	\$4,786	0.00
Function: Prof Dev, Stipends And Exps. - 2357		\$0	\$0	\$0	\$3,561	\$7,000	\$4,786	0.00
1000.02.2410.510.400.001.3505	Textbk/Sftware/Media Mtls Re	\$55,380	\$22,380	\$14,765	\$2,407	\$237	\$4,352	147.45
1000.02.2410.510.600.002.3505	Textbk/Sftware/Media Mtls Sp	\$700	\$1,000	\$0	\$496	\$0	\$1,634	(30.00)
Function: Textbk/Sftware/Media Mtls - 2410		\$56,080	\$23,380	\$14,765	\$2,902	\$237	\$5,986	139.86
1000.02.2415.500.400.001.3515	Other Instruct Matl Regular Dc	\$12,957	\$12,957	\$5,853	\$5,767	\$12,186	\$13,620	0.00
Function: Oth Instructional Matl. - 2415		\$12,957	\$12,957	\$5,853	\$5,767	\$12,186	\$13,620	0.00
1000.02.2430.500.400.001.3535	Gen Supplies Regular Day	\$48,393	\$48,393	\$40,957	\$36,534	\$46,560	\$42,640	0.00
1000.02.2430.500.600.002.3535	Gen Supplies Special Ed	\$3,000	\$5,500	\$3,413	\$536	\$2,768	\$2,894	(45.45)
Function: General Supplies - 2430		\$51,393	\$53,893	\$44,370	\$37,070	\$49,327	\$45,533	(4.64)

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

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Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.02.2440.505.403.001.3542	Field Trips	\$11,001	\$11,001	\$8,231	\$9,204	\$7,595	\$9,116	0.00
Function: Oth Instructional Svcs. - 2440		\$11,001	\$11,001	\$8,231	\$9,204	\$7,595	\$9,116	0.00
1000.02.2451.830.927.001.3546	Clssrm Instr. Technology Reg	\$2,500	\$2,500	\$0	\$1,491	\$2,302	\$10,530	0.00
Function: Clssrm Instr. Technology - 2451		\$2,500	\$2,500	\$0	\$1,491	\$2,302	\$10,530	0.00
1000.02.2710.110.270.001.3561	Guidance/Adj. Counselors Sal	\$0	\$0	\$0	\$45,221	\$43,203	\$20,667	0.00
Function: Guidance/Adj. Counselors - 2710		\$0	\$0	\$0	\$45,221	\$43,203	\$20,667	0.00
1000.02.2800.110.280.002.3581	Psychological Services Sal S	\$144,799	\$144,799	\$144,799	\$85,900	\$82,423	\$81,409	0.00
1000.02.2800.400.280.002.3584	Psychological Services Contr	\$0	\$2,000	\$0	\$2,640	\$12,733	\$18,291	(100.00)
1000.02.2800.500.280.002.3585	Psychological Services Suppli	\$0	\$0	\$0	\$0	\$15	\$0	0.00
1000.02.2800.600.280.002.3586	Psychological Services Othr E	\$0	\$2,000	\$0	\$85	\$1,777	\$19,953	(100.00)
Function: Psychological Services - 2800		\$144,799	\$148,799	\$144,799	\$88,625	\$96,949	\$119,653	(2.69)
1000.02.3200.110.322.005.1441	Medical/Health Salaries	\$75,898	\$104,194	\$75,898	\$73,594	\$66,631	\$38,170	(27.16)
1000.02.3200.500.322.005.1445	Medical/Health Supplies	\$3,454	\$3,454	\$1,440	\$1,598	\$1,560	\$1,758	0.00
Function: Medical/Health Svcs. - 3200		\$79,352	\$107,648	\$77,338	\$75,192	\$68,191	\$39,928	(26.29)
1000.02.3520.330.385.005.1523	Other Student Activities Advis	\$28,193	\$28,193	\$9,747	\$10,697	\$9,197	\$11,697	0.00
Function: Other Student Activities - 3520		\$28,193	\$28,193	\$9,747	\$10,697	\$9,197	\$11,697	0.00
1000.02.4110.300.770.005.1563	Custodial Salaries	\$236,967	\$229,686	\$233,751	\$222,739	\$214,450	\$226,750	3.17
1000.02.4110.300.771.005.1563	Custodial Substitutes	\$10,048	\$10,048	\$3,417	\$12,852	\$9,552	\$10,430	0.00

## Monomoy Regional School District

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Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.02.4110.580.770.005.1565	Custodial Supplies	\$18,500	\$18,500	\$15,963	\$18,403	\$18,121	\$11,242	0.00
Function: Custodial Services - 4110		\$265,515	\$258,234	\$253,131	\$253,994	\$242,123	\$248,423	2.82
1000.02.4120.633.773.005.1576	Heating	\$71,275	\$71,275	\$55,161	\$50,282	\$48,667	\$49,506	0.00
Function: Heating - 4120		\$71,275	\$71,275	\$55,161	\$50,282	\$48,667	\$49,506	0.00
1000.02.4130.635.775.005.1586	Utilities Electricity	\$111,800	\$111,800	\$111,800	\$104,280	\$102,864	\$101,359	0.00
1000.02.4130.636.775.005.1586	Utilities Telephone	\$8,526	\$8,526	\$6,152	\$7,842	\$7,293	\$8,477	0.00
Function: Utilities - 4130		\$120,326	\$120,326	\$117,952	\$112,121	\$110,157	\$109,836	0.00
1000.02.4210.600.760.005.1596	Maintenance of Grounds Othe	\$10,500	\$10,500	\$10,410	\$6,137	\$5,935	\$5,088	0.00
Function: Maintenance Of Grounds - 4210		\$10,500	\$10,500	\$10,410	\$6,137	\$5,935	\$5,088	0.00
1000.02.4220.600.800.005.1605	Maintenance of Building Other	\$79,000	\$79,000	\$50,375	\$62,528	\$76,867	\$65,400	0.00
Function: Maintenance Of Buildings - 4220		\$79,000	\$79,000	\$50,375	\$62,528	\$76,867	\$65,400	0.00
1000.02.4230.400.900.005.1624	Maintenance of Equipment Cc	\$20,000	\$20,000	\$9,613	\$11,757	\$19,534	\$1,374	0.00
Function: Maintenance Of Equipment - 4230		\$20,000	\$20,000	\$9,613	\$11,757	\$19,534	\$1,374	0.00
Location: Harwich Elementary School - 02		\$5,669,747	\$5,554,936	\$5,320,713	\$5,098,953	\$4,759,850	\$4,560,191	2.07
1000.11.2210.100.210.005.3421	Principal Salaries	\$229,421	\$229,421	\$229,421	\$223,843	\$210,353	\$206,695	0.00
1000.11.2210.200.210.005.3422	Principal Clerical Salaries	\$88,255	\$86,936	\$86,935	\$83,565	\$75,858	\$89,619	1.52
1000.11.2210.500.210.005.3425	Principal Supplies	\$14,241	\$14,241	\$7,316	\$13,788	\$12,940	\$12,816	0.00

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

Print accounts with zero balance   
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 Exclude inactive accounts with zero balance  
 Definition: 1. FY19 Revised Draft Budget

From Date: 7/1/2018                      To Date: 6/30/2019

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.11.2210.600.210.005.3426	Principal Other Expense	\$765	\$765	\$390	\$433	\$438	\$472	0.00
1000.11.2210.620.210.005.3426	Principal Dues	\$650	\$650	\$639	\$744	\$761	\$1,745	0.00
Function: Sch. Leadership - 2210		\$333,332	\$332,013	\$324,701	\$322,373	\$300,350	\$311,348	0.40
1000.11.2305.110.406.001.3450	Teachers Salaries	\$2,259,568	\$2,158,900	\$2,174,326	\$2,167,095	\$2,188,727	\$2,042,134	4.66
1000.11.2305.110.408.001.3451	Teachers Salaries Small Grou	\$286,386	\$281,470	\$280,764	\$0	\$0	\$0	1.75
1000.11.2305.110.600.002.3450	Teachers Salaries Special Ed	\$504,908	\$497,345	\$497,345	\$475,989	\$570,167	\$540,218	1.52
Function: Classroom Teachers - 2305		\$3,050,862	\$2,937,715	\$2,952,435	\$2,643,084	\$2,758,894	\$2,582,352	3.85
1000.11.2310.110.408.001.3451	Specialists, Small Group	\$0	\$0	\$0	\$183,978	\$700	\$25,802	0.00
Function: Specialists, Small Group - 2310		\$0	\$0	\$0	\$183,978	\$700	\$25,802	0.00
1000.11.2315.110.505.001.3461	Team Leaders Inst. Coord	\$0	\$0	\$0	\$30,214	\$26,111	\$26,111	0.00
Function: Team Leaders Inst. Coord, - 2315		\$0	\$0	\$0	\$30,214	\$26,111	\$26,111	0.00
1000.11.2320.110.600.002.3465	Medical/Therapeutic Salaries	\$112,292	\$117,125	\$117,665	\$115,698	\$137,785	\$109,595	(4.13)
1000.11.2320.410.600.002.3468	Medical/Therapeutic Contract	\$0	\$0	\$0	\$24,442	\$17,466	\$24,025	0.00
Function: Medical/Therapeutic Svcs. - 2320		\$112,292	\$117,125	\$117,665	\$140,139	\$155,251	\$133,620	(4.13)
1000.11.2324.300.400.001.3470	Substitutes, Long Term	\$10,000	\$10,000	\$6,575	\$0	\$0	\$0	0.00
Function: Substitutes, Long Term - 2324		\$10,000	\$10,000	\$6,575	\$0	\$0	\$0	0.00
1000.11.2325.300.400.001.3470	Substitutes Regular Day	\$70,000	\$56,554	\$22,182	\$106,817	\$47,406	\$69,330	23.78
Function: Substitutes, Short Term - 2325		\$70,000	\$56,554	\$22,182	\$106,817	\$47,406	\$69,330	23.78

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

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To Date: 6/30/2019

Exclude inactive accounts with zero balance

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.11.2330.300.600.002.3473	Instruct Assist Special Ed	\$100,202	\$92,345	\$94,262	\$112,605	\$143,071	\$82,852	8.51
Function: Teacher Assistant - 2330		\$100,202	\$92,345	\$94,262	\$112,605	\$143,071	\$82,852	8.51
1000.11.2340.110.250.005.3476	Librarian & Media Ctr Salaries	\$94,506	\$94,506	\$94,506	\$92,218	\$124,240	\$77,262	0.00
1000.11.2340.300.250.005.3478	Librarian & Media Ctr Othr Sa	\$38,013	\$37,694	\$37,732	\$36,982	\$0	\$0	0.85
Function: Librarian & Media Ctr Dir - 2340		\$132,519	\$132,200	\$132,238	\$129,200	\$124,240	\$77,262	0.24
1000.11.2353.110.184.001.3491	Tchr Prof Days Regular Day	\$2,000	\$2,000	\$285	(\$184)	\$0	\$0	0.00
1000.11.2353.110.184.002.3491	Tchr Prof Days Spec Ed	\$1,500	\$2,000	\$288	\$2,034	\$175	\$678	(25.00)
1000.11.2353.300.184.001.3492	Instr Staff Prof Days Regular I	\$2,053	\$2,053	\$0	\$0	\$0	\$0	0.00
Function: Tchr/Instr Staff Prof Days - 2353		\$5,553	\$6,053	\$572	\$1,850	\$175	\$678	(8.26)
1000.11.2354.110.505.001.3461	Instruct Leaders Dpt Head Stj	\$30,214	\$30,214	\$30,214	\$0	\$0	\$0	0.00
Function: Instructional Coaching Stipends/ Mentors - 2354		\$30,214	\$30,214	\$30,214	\$0	\$0	\$0	0.00
1000.11.2356.600.184.001.3498	Staff Attending Prof Develop	\$13,451	\$13,451	\$12,664	\$0	\$0	\$0	0.00
Function: Staff Attending Prof Development - 2356		\$13,451	\$13,451	\$12,664	\$0	\$0	\$0	0.00
1000.11.2357.600.184.001.3498	Prof Dev Other Expense	\$0	\$0	\$0	\$15,394	\$5,914	\$330	0.00
Function: Prof Dev, Stipends And Exps. - 2357		\$0	\$0	\$0	\$15,394	\$5,914	\$330	0.00
1000.11.2410.510.400.001.3505	Textbk/Sftware/Media Mtls Re	\$33,270	\$37,270	\$19,272	\$21,425	\$18,285	\$8,309	(10.73)
1000.11.2410.510.600.002.3505	Textbk/Sftware/Media Mtls Sp	\$1,000	\$2,900	\$169	\$449	\$1,124	\$490	(65.52)
Function: Textbk/Sftware/Media Mtls - 2410		\$34,270	\$40,170	\$19,441	\$21,874	\$19,409	\$8,799	(14.69)

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

Print accounts with zero balance     Round to whole dollars     Account on new page

Exclude inactive accounts with zero balance

From Date: 7/1/2018

To Date: 6/30/2019

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.11.2415.500.400.001.3515	Other Instruct Matl Regular D:	\$4,028	\$4,028	\$2,790	\$3,467	\$1,200	\$3,538	0.00
Function: Oth Instructional Matl. - 2415		\$4,028	\$4,028	\$2,790	\$3,467	\$1,200	\$3,538	0.00
1000.11.2430.500.400.001.3535	Gen Supplies Regular Day	\$63,611	\$63,611	\$40,990	\$59,909	\$61,060	\$52,481	0.00
1000.11.2430.500.600.002.3535	Gen Supplies Special Ed	\$3,600	\$4,600	\$2,702	\$1,477	\$1,735	\$507	(21.74)
Function: General Supplies - 2430		\$67,211	\$68,211	\$43,692	\$61,386	\$62,794	\$52,988	(1.47)
1000.11.2440.505.406.001.3542	Field Trips	\$26,514	\$22,514	\$12,127	\$24,405	\$22,063	\$19,141	17.77
Function: Oth Instructional Svcs. - 2440		\$26,514	\$22,514	\$12,127	\$24,405	\$22,063	\$19,141	17.77
1000.11.2451.830.927.001.3546	Classroom Technology Other	\$14,811	\$14,811	\$1,650	\$15,262	\$17,769	\$5,650	0.00
Function: Clssrm Instr. Technology - 2451		\$14,811	\$14,811	\$1,650	\$15,262	\$17,769	\$5,650	0.00
1000.11.2710.110.270.001.3561	Guidance/Adj Counselors Sal	\$89,945	\$82,555	\$82,555	\$75,906	\$71,372	\$95,653	8.95
1000.11.2710.500.270.001.3565	Guidance/Adj Counselors Sup	\$750	\$750	\$0	\$296	\$668	\$0	0.00
1000.11.2710.500.270.002.3565	Guidance/Ad Counselors Sup	\$0	\$0	\$0	\$0	\$239	\$0	0.00
1000.11.2710.600.270.001.3566	Guidance/Adj Counselors Oth	\$1,000	\$1,000	\$822	\$978	\$0	\$0	0.00
Function: Guidance/Adj. Counselors - 2710		\$91,695	\$84,305	\$83,376	\$77,179	\$72,279	\$95,653	8.77
1000.11.2800.110.280.002.3581	Psychological Services Sal S	\$67,223	\$64,637	\$64,637	\$60,635	\$56,742	\$51,262	4.00
1000.11.2800.400.280.002.3584	Psychological Services Contra	\$0	\$0	\$0	\$0	\$4,201	\$7,869	0.00
1000.11.2800.500.280.002.3585	Psychological Services Suppli	\$500	\$500	\$0	\$349	\$414	\$1,013	0.00
1000.11.2800.600.280.002.3586	Psychological Services Othr E	\$0	\$0	\$0	\$0	\$1,500	\$0	0.00
Function: Psychological Services - 2800		\$67,723	\$65,137	\$64,637	\$60,984	\$62,857	\$60,144	3.97

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

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 Definition: 1. FY19 Revised Draft Budget

From Date: 7/1/2018

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Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.11.3200.110.322.005.1441	Medical/Health Professional S	\$58,556	\$56,303	\$55,688	\$52,527	\$50,039	\$94,289	4.00
1000.11.3200.500.322.005.1445	Medical/Health Supplies	\$4,203	\$4,203	\$2,765	\$1,242	\$2,736	\$0	0.00
Function: Medical/Health Svcs. - 3200		\$62,759	\$60,506	\$58,453	\$53,770	\$52,775	\$94,289	3.72
1000.11.3510.110.350.005.1501	Sports Coordinator	\$0	\$0	\$0	\$0	\$0	\$4,570	0.00
1000.11.3510.330.380.005.1503	Coaches	\$48,279	\$48,279	\$31,084	\$53,039	\$46,833	\$46,577	0.00
1000.11.3510.440.380.005.1504	Athletic Transportation	\$19,228	\$19,228	\$17,156	\$1,470	\$6,872	\$8,295	0.00
1000.11.3510.500.380.005.1505	Athletic Supplies	\$3,954	\$3,954	\$1,213	\$6,187	\$2,467	\$3,105	0.00
1000.11.3510.600.380.005.1506	Athletics Other Expense	\$8,146	\$8,146	\$1,917	\$4,308	\$8,072	\$13,192	0.00
Function: Athletics & Intramural - 3510		\$79,607	\$79,607	\$51,370	\$65,004	\$64,244	\$75,739	0.00
1000.11.3520.330.385.005.1523	Other Student Activities Advis	\$31,158	\$31,158	\$33,103	\$37,288	\$35,848	\$26,405	0.00
1000.11.3520.600.385.005.1526	Other Student Activities Progr.	\$5,713	\$5,713	\$0	\$4,824	\$3,781	\$0	0.00
Function: Other Student Activities - 3520		\$36,871	\$36,871	\$33,103	\$42,112	\$39,629	\$26,405	0.00
1000.11.4110.300.770.005.1563	Custodial Salaries	\$207,559	\$204,617	\$196,526	\$198,584	\$185,644	\$187,431	1.44
1000.11.4110.300.771.005.1563	Custodial Substitutes	\$30,294	\$26,694	\$12,339	\$31,652	\$12,533	\$30,925	13.49
1000.11.4110.580.770.005.1565	Custodial Supplies	\$15,000	\$15,000	\$12,814	\$11,751	\$8,391	\$10,192	0.00
Function: Custodial Services - 4110		\$252,853	\$246,311	\$221,679	\$241,987	\$206,568	\$228,548	2.66
1000.11.4120.633.773.005.1576	Heating	\$61,050	\$61,050	\$60,000	\$65,661	\$50,481	\$54,014	0.00
Function: Heating - 4120		\$61,050	\$61,050	\$60,000	\$65,661	\$50,481	\$54,014	0.00
1000.11.4130.635.775.005.1586	Utilities Electricity	\$150,000	\$150,000	\$137,173	\$115,057	\$137,046	\$160,527	0.00

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

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 Definition: 1. FY19 Revised Draft Budget

From Date: 7/1/2018                      To Date: 6/30/2019

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.11.4130.636.775.005.1586	Utilities Telephone	\$6,598	\$6,598	\$6,500	\$8,938	\$8,260	\$9,002	0.00
1000.11.4130.637.775.005.1586	Utilities Water	\$7,105	\$7,105	\$0	\$0	\$0	\$0	0.00
Function: Utilities - 4130		\$163,703	\$163,703	\$143,673	\$123,995	\$145,306	\$169,529	0.00
1000.11.4210.600.760.005.1596	Maintenance of Grounds Othe	\$72,000	\$73,000	\$72,171	\$59,059	\$57,089	\$56,859	(1.37)
Function: Maintenance Of Grounds - 4210		\$72,000	\$73,000	\$72,171	\$59,059	\$57,089	\$56,859	(1.37)
1000.11.4220.600.800.005.1605	Maintenance of Building Other	\$77,069	\$76,069	\$32,038	\$42,139	\$49,686	\$54,082	1.31
Function: Maintenance Of Buildings - 4220		\$77,069	\$76,069	\$32,038	\$42,139	\$49,686	\$54,082	1.31
1000.11.4230.600.900.005.1626	Maintenance of Equipment Ot	\$34,500	\$34,500	\$13,191	\$14,269	\$33,292	\$48,280	0.00
Function: Maintenance Of Equipment - 4230		\$34,500	\$34,500	\$13,191	\$14,269	\$33,292	\$48,280	0.00
Location: Monomoy Regional Middle School - 11		\$5,005,089	\$4,858,463	\$4,606,898	\$4,658,208	\$4,519,554	\$4,363,343	3.02
1000.22.2210.100.210.005.3421	Principal Salaries	\$343,967	\$343,967	\$343,967	\$334,246	\$321,965	\$232,628	0.00
1000.22.2210.200.210.005.3422	Principal Clerical Salaries	\$103,284	\$99,265	\$99,264	\$93,068	\$87,893	\$137,114	4.05
1000.22.2210.300.210.005.3423	Principal Other Salaries	\$0	\$0	\$0	\$0	\$3,950	\$554	0.00
1000.22.2210.400.210.005.3424	Principal Consulting Services	\$0	\$0	\$0	\$0	\$0	\$19,777	0.00
1000.22.2210.500.210.005.3425	Principal Supplies	\$32,160	\$32,160	\$18,651	\$25,046	\$28,133	\$32,871	0.00
1000.22.2210.600.210.005.3426	Principal Other Expenditures	\$8,709	\$8,644	\$12,160	\$7,981	\$13,644	\$14,645	0.75
1000.22.2210.620.210.005.3426	Principal Dues	\$5,735	\$5,800	\$6,000	\$4,794	\$5,735	\$5,692	(1.12)
Function: Sch. Leadership - 2210		\$493,855	\$489,836	\$480,041	\$465,135	\$461,319	\$443,281	0.82



## Monomoy Regional School District

**\*\*\*\*FY19 Draft Budget GF SC CB SUMMARY**

Fiscal Year: 2017-2018

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 Definition: 1. FY19 Revised Draft Budget

From Date: 7/1/2018                      To Date: 6/30/2019

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.22.2305.110.408.001.3451	Teachers Salaries Small Grou	\$171,923	\$166,927	\$166,926	\$0	\$0	\$0	2.99
1000.22.2305.110.410.001.3450	Teachers Salaries Art	\$181,728	\$181,728	\$181,728	\$250,246	\$129,123	\$179,865	0.00
1000.22.2305.110.432.001.3450	Teachers Salaries English	\$541,341	\$536,853	\$536,853	\$518,847	\$515,065	\$534,277	0.84
1000.22.2305.110.450.001.3450	Teachers Salaries World Lang	\$490,491	\$487,526	\$487,526	\$459,497	\$408,857	\$339,758	0.61
1000.22.2305.110.460.001.3450	Teachers Salaries Wellness	\$159,450	\$155,316	\$155,316	\$260,506	\$270,924	\$224,763	2.66
1000.22.2305.110.490.001.3450	Teachers Salaries Music	\$81,984	\$81,984	\$81,984	\$80,001	\$75,502	\$33,731	0.00
1000.22.2305.110.500.001.3450	Teachers Salaries Math	\$633,858	\$629,114	\$629,114	\$632,924	\$550,227	\$595,649	0.75
1000.22.2305.110.520.001.3450	Teachers Salaries Science	\$525,036	\$513,378	\$518,476	\$482,229	\$480,151	\$443,202	2.27
1000.22.2305.110.530.001.3450	Teachers Salaries History	\$669,857	\$667,033	\$667,033	\$645,767	\$622,220	\$675,175	0.42
1000.22.2305.110.570.001.3450	Teachers Salaries Engineer/T	\$292,546	\$287,422	\$287,422	\$222,958	\$222,986	\$286,995	1.78
1000.22.2305.110.575.001.3450	Teachers Salaries IA	\$79,684	\$79,684	\$79,684	\$77,741	\$75,659	\$14,372	0.00
1000.22.2305.110.589.001.3450	Teachers Salaries Alt Learnin	\$91,853	\$91,853	\$91,853	\$89,629	\$84,101	\$83,446	0.00
1000.22.2305.110.600.002.3450	Teachers Salaries Special Ed	\$680,919	\$671,723	\$674,902	\$566,043	\$537,268	\$516,423	1.37
Function: Classroom Teachers - 2305		\$4,600,670	\$4,550,540	\$4,558,817	\$4,286,389	\$3,972,083	\$3,927,655	1.10
1000.22.2310.110.408.001.3451	Specialists, Small Group	\$0	\$0	\$0	\$132,296	\$72,348	\$14,211	0.00
Function: Specialists, Small Group - 2310		\$0	\$0	\$0	\$132,296	\$72,348	\$14,211	0.00
1000.22.2315.110.505.001.3461	Team Leaders Inst. Coord	\$0	\$0	\$0	\$41,030	\$34,876	\$32,824	0.00
Function: Team Leaders Inst. Coord, - 2315		\$0	\$0	\$0	\$41,030	\$34,876	\$32,824	0.00
1000.22.2320.110.600.002.3465	Medical/Therapeutic Prof Sala	\$116,488	\$122,423	\$119,968	\$122,075	\$50,808	\$4,798	(4.85)
1000.22.2320.410.600.002.3468	Medical/Therapeutic Contract	\$2,000	\$2,000	\$1,940	\$31,881	\$29,733	\$46,398	0.00
Function: Medical/Therapeutic Svcs. - 2320		\$118,488	\$124,423	\$121,908	\$153,956	\$80,541	\$51,197	(4.77)

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

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To Date: 6/30/2019

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.22.2324.300.400.001.3470	Substitutes, Long Term	\$10,000	\$10,000	\$0	\$0	\$0	\$0	0.00
Function: Substitutes, Long Term - 2324		\$10,000	\$10,000	\$0	\$0	\$0	\$0	0.00
1000.22.2325.300.400.001.3470	Substitutes Regular Day	\$85,000	\$71,554	\$26,459	\$119,546	\$76,570	\$105,805	18.79
Function: Substitutes, Short Term - 2325		\$85,000	\$71,554	\$26,459	\$119,546	\$76,570	\$105,805	18.79
1000.22.2330.300.600.002.3473	Instruct Assist Special Ed	\$143,302	\$97,871	\$97,927	\$96,034	\$130,227	\$14,613	46.42
Function: Teacher Assistant - 2330		\$143,302	\$97,871	\$97,927	\$96,034	\$130,227	\$14,613	46.42
1000.22.2340.110.250.005.3476	Librarian & Media Ctr Salaries	\$86,071	\$86,071	\$86,071	\$83,972	\$83,318	\$82,851	0.00
Function: Librarian & Media Ctr Dir - 2340		\$86,071	\$86,071	\$86,071	\$83,972	\$83,318	\$82,851	0.00
1000.22.2353.110.184.002.3491	Tchr Prof Days Spec Ed	\$1,500	\$2,000	\$572	\$496	\$0	\$1,187	(25.00)
Function: Tchr/Instr Staff Prof Days - 2353		\$1,500	\$2,000	\$572	\$496	\$0	\$1,187	(25.00)
1000.22.2354.110.505.001.3461	Instruct Leaders Dpt Head Stip	\$34,824	\$38,927	\$36,927	\$0	\$0	\$0	(10.54)
Function: Instructional Coaching Stipends/ Mentors - 2354		\$34,824	\$38,927	\$36,927	\$0	\$0	\$0	(10.54)
1000.22.2357.110.184.001.3495	NEASC Stipends	\$10,000	\$0	\$0	\$0	\$0	\$0	0.00
1000.22.2357.600.184.001.3498	NEASC Dev Other	\$20,000	\$0	\$11,833	\$1,750	\$0	\$1,616	0.00
Function: Prof Dev, Stipends And Exps. - 2357		\$30,000	\$0	\$11,833	\$1,750	\$0	\$1,616	0.00
1000.22.2410.510.400.001.3505	Textbk/Sftware/Media Mtis Re	\$33,000	\$32,982	\$31,109	\$29,564	\$13,696	\$0	0.06
1000.22.2410.510.410.001.3505	Textbk/Sftware/Media Mtis Ari	\$500	\$500	\$500	\$480	\$507	\$0	0.00

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

Print accounts with zero balance     Round to whole dollars     Account on new page

Exclude inactive accounts with zero balance

From Date: 7/1/2018

To Date: 6/30/2019

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.22.2410.510.432.001.3505	Textbk/Sftware/Media Mtls En	\$500	\$500	\$500	\$499	\$2,439	(\$551)	0.00
1000.22.2410.510.450.001.3505	Textbk/Sftware/Media Mtls Wk	\$500	\$504	\$505	\$500	\$3,174	\$1,354	(0.79)
1000.22.2410.510.460.001.3505	Textbk/Sftware/Media Mtls He	\$500	\$514	\$514	\$482	\$871	\$944	(2.81)
1000.22.2410.510.470.001.3505	Textbk/Sftware/Media Mtls Ph	\$0	\$0	\$0	\$0	\$593	\$381	0.00
1000.22.2410.510.500.001.3505	Textbk/Sftware/Media Mtls Ma	\$500	\$500	\$0	\$447	\$4,357	\$4,362	0.00
1000.22.2410.510.520.001.3505	Textbk/Sftware/Media Mtls Sc	\$500	\$500	\$495	\$500	\$4,197	\$0	0.00
1000.22.2410.510.530.001.3505	Textbk/Sftware/Media Mtls So	\$500	\$500	\$500	\$499	\$1,597	\$5,017	0.00
1000.22.2410.510.570.001.3505	Textbk/Sftware/Media Mtls Bu	\$500	\$500	\$489	\$82	\$0	\$665	0.00
1000.22.2410.510.575.001.3505	Textbk/Sftware/Media Mtls Inc	\$0	\$500	\$480	\$0	\$87	\$0	(100.00)
1000.22.2410.510.589.001.3505	Textbk/Sftware/Media Mtls Alt	\$500	\$500	\$278	\$497	\$486	\$496	0.00
1000.22.2410.510.591.001.3505	Textbk/Sftware/Media Mtls Te	\$1,000	\$500	\$390	\$89	\$1,199	\$569	100.00
1000.22.2410.510.600.002.3505	Textbk/Sftware/Media Mtls Sp	\$500	\$500	\$310	\$299	\$298	\$903	0.00
Function: Textbk/Sftware/Media Mtls - 2410		\$39,000	\$39,000	\$36,068	\$33,939	\$33,502	\$14,140	0.00
1000.22.2415.500.400.001.3515	Other Instruct Matl Regular Dc	\$5,424	\$5,424	\$575	\$3,464	\$4,957	\$278	0.00
1000.22.2415.500.600.002.3515	Other Instruct Matl Special Ed	\$0	\$683	\$0	\$0	\$195	\$297	(100.00)
Function: Oth Instructional Matl. - 2415		\$5,424	\$6,107	\$575	\$3,464	\$5,152	\$575	(11.18)
1000.22.2430.500.400.001.3535	Gen Supplies Regular Day	\$24,000	\$43,000	\$34,167	\$45,504	\$5,829	\$3,269	(44.19)
1000.22.2430.500.410.001.3535	Gen Supplies Art	\$3,000	\$3,000	\$3,000	\$3,000	\$14,997	\$14,781	0.00
1000.22.2430.500.432.001.3535	Gen Supplies English	\$3,000	\$3,000	\$1,691	\$1,944	\$808	\$1,468	0.00
1000.22.2430.500.450.001.3535	Gen Supplies Foreign Langua	\$3,000	\$3,000	\$2,987	\$2,932	\$1,627	\$1,516	0.00
1000.22.2430.500.460.001.3535	Gen Supplies Health Educatio	\$3,000	\$3,000	\$2,870	\$2,955	\$1,925	\$1,052	0.00
1000.22.2430.500.470.001.3535	Gen Supplies Physcial Educat	\$0	\$0	\$0	(\$40)	\$3,913	\$680	0.00

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

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From Date: 7/1/2018

To Date: 6/30/2019

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.22.2430.500.490.001.3535	Gen Supplies Music	\$10,000	\$3,000	\$2,996	\$2,493	\$10,061	\$9,743	233.33
1000.22.2430.500.500.001.3535	Gen Supplies Math	\$3,000	\$3,000	\$2,060	\$2,500	\$911	\$1,270	0.00
1000.22.2430.500.520.001.3535	Gen Supplies Science	\$15,000	\$3,000	\$2,996	\$2,952	\$18,035	\$11,152	400.00
1000.22.2430.500.530.001.3535	Gen Supplies Social Studies	\$3,000	\$3,000	\$1,919	\$2,944	\$2,731	\$1,921	0.00
1000.22.2430.500.570.001.3535	Gen Supplies Business	\$3,000	\$3,000	\$2,971	\$413	\$1,022	\$0	0.00
1000.22.2430.500.575.001.3535	Gen Supplies Industrial Arts	\$0	\$3,000	\$2,999	\$2,999	\$11,632	\$0	(100.00)
1000.22.2430.500.589.001.3535	Gen Supplies Alternative Educ	\$3,000	\$3,000	\$1,127	\$2,530	\$950	\$996	0.00
1000.22.2430.500.591.001.3535	Gen Supplies Technology	\$6,000	\$3,000	\$2,998	\$2,953	\$5,990	\$6,262	100.00
1000.22.2430.500.600.002.3535	Gen Supplies Special Ed	\$5,500	\$6,400	\$3,565	\$3,099	\$3,439	\$2,358	(14.06)
Function: General Supplies - 2430		\$84,500	\$85,400	\$68,345	\$79,178	\$83,870	\$56,469	(1.05)
1000.22.2440.505.400.001.3542	Field Trips	\$10,000	\$10,000	\$10,000	\$9,972	\$14,371	\$13,704	0.00
Function: Oth Instructional Svcs. - 2440		\$10,000	\$10,000	\$10,000	\$9,972	\$14,371	\$13,704	0.00
1000.22.2451.830.927.001.3546	Classrm Instr. Technology Reg	\$10,713	\$10,713	\$3,918	\$8,330	\$6,231	\$7,212	0.00
Function: Classrm Instr. Technology - 2451		\$10,713	\$10,713	\$3,918	\$8,330	\$6,231	\$7,212	0.00
1000.22.2455.600.925.005.3555	Instructional Software	\$12,614	\$12,614	\$11,217	\$12,832	\$2,360	\$1,750	0.00
Function: Instructional Software - 2455		\$12,614	\$12,614	\$11,217	\$12,832	\$2,360	\$1,750	0.00
1000.22.2710.110.270.001.3561	Guidance/Adj Counselors Sal	\$360,480	\$347,710	\$350,327	\$262,754	\$292,232	\$296,609	3.67
1000.22.2710.300.270.001.3562	Guidance/Adj Counselors Cler	\$30,454	\$29,267	\$29,267	\$27,820	\$33,295	\$33,826	4.06
1000.22.2710.500.270.001.3565	Guidance/Adj Counselors Sup	\$6,815	\$6,815	\$5,380	\$1,890	\$3,214	\$2,033	0.00
1000.22.2710.600.270.001.3585	Guidance Other Expense	\$1,100	\$1,100	\$1,100	\$1,392	\$831	\$890	0.00
Function: Guidance/Adj. Counselors - 2710		\$398,849	\$384,892	\$386,073	\$293,856	\$329,572	\$333,358	3.63

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

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To Date: 6/30/2019

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.22.2800.110.280.002.3581	Psychological Services Sal Sr	\$87,171	\$87,171	\$87,171	\$85,072	\$82,823	\$81,609	0.00
1000.22.2800.400.280.002.3584	Psychological Services Contr	\$0	\$0	\$0	\$480	\$5,776	\$2,336	0.00
1000.22.2800.500.280.002.3585	Psychological Services Suppl	\$800	\$2,186	\$0	\$154	\$1,064	\$0	(63.40)
1000.22.2800.600.280.002.3586	Psychological Services Othr E	\$0	\$0	\$0	\$6	\$5,396	\$1,392	0.00
Function: Psychological Services - 2800		\$87,971	\$89,357	\$87,171	\$85,712	\$95,058	\$85,337	(1.55)
1000.22.3200.110.322.005.1441	Medical/Health Salaries	\$74,382	\$71,598	\$71,598	\$65,545	\$62,722	\$69,861	3.89
1000.22.3200.300.322.005.1443	Medical/Health Other Salaries	\$37,693	\$36,629	\$36,629	\$34,345	\$32,329	\$30,179	2.90
1000.22.3200.500.322.005.1445	Medical/Health Supplies	\$3,478	\$3,478	\$523	\$1,865	\$2,966	\$1,282	0.00
Function: Medical/Health Svcs. - 3200		\$115,553	\$111,705	\$108,749	\$101,755	\$98,017	\$101,323	3.44
1000.22.3510.110.350.005.1501	Athletic Director	\$80,600	\$82,100	\$82,100	\$88,574	\$74,497	\$11,470	(1.83)
1000.22.3510.330.352.005.1503	Coaches	\$0	\$0	\$0	\$7,144	\$139,933	\$102,591	0.00
1000.22.3510.330.353.005.1503	Coaches Soccer	\$23,098	\$20,938	\$16,268	\$20,787	\$0	\$10,163	10.32
1000.22.3510.330.354.005.1503	Coaches Track	\$13,859	\$13,859	\$0	\$16,538	\$0	\$0	0.00
1000.22.3510.330.356.005.1503	Coaches Basketball	\$23,098	\$23,098	\$14,601	\$15,110	\$0	\$0	0.00
1000.22.3510.330.357.005.1503	Coaches Basketball Girls	\$0	\$0	\$4,796	\$4,600	\$0	\$0	0.00
1000.22.3510.330.358.005.1503	Coaches Cheerleading	\$11,286	\$10,286	\$8,999	\$12,097	\$0	\$5,274	9.72
1000.22.3510.330.359.005.1503	Coaches Football	\$10,262	\$17,792	\$14,595	\$15,336	\$0	\$8,393	(42.32)
1000.22.3510.330.361.005.1503	Coaches Ice Hockey	\$12,835	\$11,365	\$4,600	\$1,802	\$0	\$0	12.93
1000.22.3510.330.362.005.1503	Coaches Baseball	\$12,835	\$12,835	\$0	\$7,352	\$0	\$0	0.00
1000.22.3510.330.363.005.1503	Coaches Softball	\$12,835	\$12,835	\$0	\$15,807	\$0	\$0	0.00
1000.22.3510.330.364.005.1503	Coaches Field Hockey	\$12,835	\$10,335	\$7,596	\$9,338	\$0	\$8,942	24.19
1000.22.3510.330.365.005.1503	Coaches Sailing	\$10,262	\$10,262	\$0	\$5,745	\$0	\$0	0.00

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

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 Exclude inactive accounts with zero balance  
 Definition: 1. FY19 Revised Draft Budget

From Date: 7/1/2018                      To Date: 6/30/2019

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.22.3510.330.369.005.1503	Coaches Cross Country	\$10,262	\$8,762	\$5,745	\$5,745	\$0	\$5,745	17.12
1000.22.3510.330.371.005.1503	Coaches Lacrosse	\$11,038	\$11,038	\$0	\$10,395	\$0	\$0	0.00
1000.22.3510.330.372.005.1503	Coaches Tennis	\$20,524	\$20,524	\$0	\$19,021	\$0	\$0	0.00
1000.22.3510.330.374.005.1503	Coaches Golf	\$20,524	\$19,524	\$9,342	\$8,942	\$0	\$8,676	5.12
1000.22.3510.440.381.005.1504	Athletic Transportation	\$90,022	\$90,022	\$83,983	\$66,223	\$78,832	\$73,767	0.00
1000.22.3510.500.352.005.1505	Supplies Athletic Equipment	\$49,950	\$49,950	\$42,453	\$76,618	\$49,305	\$39,863	0.00
1000.22.3510.600.381.005.1506	Athletic Other Expense	\$97,760	\$74,185	\$63,024	\$80,394	\$63,037	\$62,214	31.78
Function: Athletics & Intramural - 3510		\$523,885	\$499,710	\$358,102	\$487,569	\$405,604	\$337,097	4.84
1000.22.3520.330.385.005.1523	Other Student Activities Stiper	\$102,627	\$112,627	\$103,170	\$87,807	\$85,090	\$82,696	(8.88)
1000.22.3520.500.385.005.1523	Other Student Activities Suppl	\$15,350	\$15,350	\$9,132	\$15,719	\$15,289	\$8,303	0.00
Function: Other Student Activities - 3520		\$117,977	\$127,977	\$112,302	\$103,526	\$100,379	\$90,999	(7.81)
1000.22.4110.300.770.005.1563	Custodial Salaries	\$300,086	\$301,735	\$296,628	\$293,262	\$256,494	\$258,395	(0.55)
1000.22.4110.300.771.005.1563	Custodial Substitutes	\$26,000	\$21,000	\$15,365	\$23,464	\$34,268	\$34,840	23.81
1000.22.4110.580.770.005.1565	Custodial Supplies	\$25,000	\$25,000	\$13,203	\$24,853	\$24,282	\$30,227	0.00
Function: Custodial Services - 4110		\$351,086	\$347,735	\$325,195	\$341,579	\$315,044	\$323,463	0.96
1000.22.4120.633.773.005.1576	Heating	\$77,103	\$77,103	\$23,284	\$40,910	\$36,363	\$53,389	0.00
Function: Heating - 4120		\$77,103	\$77,103	\$23,284	\$40,910	\$36,363	\$53,389	0.00
1000.22.4130.635.775.005.1586	Utilities Electricity	\$212,809	\$212,809	\$212,809	\$270,915	\$255,759	\$208,359	0.00
1000.22.4130.636.775.005.1586	Utilities Telephone	\$39,600	\$39,600	\$36,500	\$28,744	\$44,790	\$45,512	0.00
Function: Utilities - 4130		\$252,409	\$252,409	\$249,309	\$299,659	\$300,549	\$253,872	0.00

## Monomoy Regional School District

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Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.22.4210.420.760.005.1594	Maintenance of Grounds Cont	\$84,000	\$91,000	\$90,092	\$84,683	\$19,866	\$16,625	(7.69)
Function: Maintenance Of Grounds - 4210		\$84,000	\$91,000	\$90,092	\$84,683	\$19,866	\$16,625	(7.69)
1000.22.4220.420.800.005.1604	Maintenance of Building Conti	\$239,000	\$232,000	\$92,889	\$117,965	\$109,250	\$28,727	3.02
Function: Maintenance Of Buildings - 4220		\$239,000	\$232,000	\$92,889	\$117,965	\$109,250	\$28,727	3.02
1000.22.4230.400.900.005.1624	Maintenance of Equipment Cc	\$25,375	\$25,375	\$25,359	\$37,125	\$11,880	\$2,046	0.00
Function: Maintenance Of Equipment - 4230		\$25,375	\$25,375	\$25,359	\$37,125	\$11,880	\$2,046	0.00
Location: Monomoy Regional High School - 22		\$8,039,169	\$7,874,319	\$7,409,204	\$7,522,656	\$6,878,351	\$6,395,325	2.09
1000.30.1110.200.100.005.0702	School Comm Salaries Secret	\$3,000	\$3,000	\$3,000	\$3,150	\$3,000	\$0	0.00
1000.30.1110.410.126.005.1741	Financial Advisors Building Pr	\$1,329	\$1,329	\$2,850	\$2,629	\$1,800	\$20,000	0.00
1000.30.1110.410.127.005.0704	School Comm Audit Expense	\$33,750	\$33,750	\$33,750	\$50,801	\$33,000	\$39,150	0.00
1000.30.1110.600.100.005.0706	School Comm Other Expense	\$60,850	\$17,650	\$8,448	\$2,369	\$9,260	\$10,777	244.76
1000.30.1110.600.100.005.1741	Misc Expenditures Building Pr	\$0	\$0	\$174	\$0	\$0	\$2,337	0.00
Function: School Comm Salaries And Expense - 1110		\$98,929	\$55,729	\$48,222	\$58,948	\$47,060	\$72,264	77.52
1000.30.1210.100.105.005.0721	Supt. Prof Salaries	\$178,149	\$178,149	\$178,149	\$173,862	\$169,680	\$165,600	0.00
1000.30.1210.200.105.005.0722	Supt. Clerical Salaries	\$67,057	\$67,507	\$67,507	\$65,441	\$64,214	\$63,085	(0.67)
1000.30.1210.460.105.005.0724	Supt. Expense Advertising	\$17,845	\$17,845	\$3,704	\$8,067	\$11,108	\$11,549	0.00
1000.30.1210.500.105.005.0725	Supt. Expense Supplies	\$12,150	\$12,150	\$9,120	\$10,133	\$13,203	\$10,253	0.00
1000.30.1210.800.105.005.0726	Supt. Expense Other	\$24,308	\$24,308	\$22,809	\$21,558	\$21,829	\$32,507	0.00
1000.30.1210.610.105.005.0726	Supt. Expense Travel & Confe	\$3,500	\$3,500	\$1,465	\$3,470	\$5,006	\$3,762	0.00

## Monomoy Regional School District

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From Date: 7/1/2018      To Date: 6/30/2019

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.30.1210.615.105.005.0726	Supt. Expense In Service	\$17,966	\$17,966	\$1,003	\$19,042	\$1,889	\$551	0.00
1000.30.1210.620.105.005.0726	Supt. Expense Dues	\$11,516	\$11,516	\$6,405	\$11,561	\$8,777	\$7,084	0.00
Function: Supt. Salaries & Expense - 1210		\$332,491	\$332,941	\$290,161	\$313,134	\$295,706	\$294,391	(0.14)
1000.30.1410.100.150.005.0781	Salaries Business Manager	\$129,292	\$129,292	\$129,186	\$124,797	\$121,753	\$120,250	0.00
1000.30.1410.110.101.005.0781	Salaries Treasurer	\$44,778	\$44,778	\$44,778	\$43,719	\$42,686	\$40,818	0.00
1000.30.1410.200.150.005.0782	Business & Finance Other Sal	\$186,960	\$186,860	\$186,860	\$187,033	\$176,752	\$225,285	0.05
1000.30.1410.300.150.005.0783	Business & Finance Contract	\$4,000	\$4,000	\$6,000	\$2,400	\$4,519	\$82	0.00
1000.30.1410.500.150.005.0785	Business & Finance Supplies	\$2,700	\$2,700	\$4,608	\$2,262	\$2,550	\$1,926	0.00
1000.30.1410.600.150.005.0786	Business & Finance Other	\$15,743	\$10,369	\$15,590	\$15,943	\$7,590	\$4,507	51.83
1000.30.1410.610.150.005.0786	Business & Finance Travel	\$2,900	\$2,900	\$248	\$1,450	\$1,519	\$1,627	0.00
1000.30.1410.615.150.005.0786	Business & Finance Prof Devt	\$1,800	\$1,800	\$960	\$565	\$1,294	\$595	0.00
Function: Business & Finance - 1410		\$388,173	\$382,699	\$388,230	\$378,168	\$358,662	\$395,089	1.43
1000.30.1420.200.170.005.0802	Benefits & Personnel Clerical	\$55,417	\$55,392	\$54,892	\$53,953	\$53,517	\$51,503	0.05
Function: H.R. Benefits And Personnel - 1420		\$55,417	\$55,392	\$54,892	\$53,953	\$53,517	\$51,503	0.05
1000.30.1430.410.119.005.0824	Legal Services for SC	\$55,000	\$55,000	\$31,868	\$21,563	\$44,056	\$52,087	0.00
1000.30.1430.410.119.005.1741	Legal Services Building Projec	\$0	\$0	\$0	\$0	\$0	\$64,550	0.00
Function: Legal Services For S.C. - 1430		\$55,000	\$55,000	\$31,868	\$21,563	\$44,056	\$116,637	0.00
1000.30.1450.110.205.005.0861	Instructional Technology Spec	\$0	\$0	\$0	\$0	(\$140)	\$0	0.00
1000.30.1450.300.160.005.0863	District Info Mgmt Oth Salaries	\$274,752	\$275,430	\$275,203	\$297,532	\$211,971	\$186,889	(0.25)
1000.30.1450.410.160.005.0864	District Info Mgmt Contract Se	\$163,028	\$152,068	\$124,357	\$136,309	\$108,316	\$6,027	7.21



## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

Print accounts with zero balance     Round to whole dollars     Account on new page

Exclude inactive accounts with zero balance

From Date: 7/1/2018

To Date: 6/30/2019

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.30.1450.600.160.005.0866	District Info Mgmt Oth Expens	\$68,884	\$70,341	\$31,831	\$38,386	\$13,251	\$139,733	(2.07)
Function: District Information Management - 1450		\$506,664	\$497,839	\$431,391	\$472,228	\$333,398	\$332,648	1.77
1000.30.2110.100.205.001.0881	Curriculum Director Prof Salar	\$128,274	\$128,274	\$128,274	\$125,212	\$203,469	\$202,471	0.00
1000.30.2110.100.600.002.3401	Special Ed Director Prof Salar	\$128,524	\$128,524	\$128,524	\$144,196	\$121,975	\$121,000	0.00
1000.30.2110.200.205.001.0862	Curriculum Director Clerical S.	\$63,474	\$63,474	\$63,474	\$61,965	\$60,493	\$59,766	0.00
1000.30.2110.200.600.002.3402	Special Ed Director Clerical S:	\$54,228	\$54,228	\$54,228	\$52,905	\$51,615	\$67,904	0.00
1000.30.2110.400.600.002.3404	Special Ed Director Contract S	\$12,000	\$12,000	\$0	\$2,469	\$48,038	\$91,388	0.00
1000.30.2110.500.600.002.3405	Special Ed Director Supplies	\$6,255	\$6,255	\$6,246	\$2,471	\$1,963	\$2,366	0.00
1000.30.2110.600.600.002.3406	Special Ed Director Other Exp	\$0	\$9,503	\$6,331	\$6,446	\$1,358	\$9,523	(100.00)
Function: Curriculum Directors Supervisory - 2110		\$392,755	\$402,258	\$387,077	\$395,664	\$488,910	\$554,417	(2.36)
1000.30.2305.110.400.001.3450	Contractual	\$251,083	\$11,797	\$0	\$456	\$311,158	\$15,934	2,028.42
1000.30.2305.350.400.001.3450	Tchrs Sick Leave Buy Back	\$30,000	\$30,000	\$0	\$28,619	\$178,094	\$31,066	0.00
Function: Classroom Teachers - 2305		\$281,083	\$41,797	\$0	\$29,075	\$489,252	\$47,000	572.50
1000.30.2310.110.595.002.3451	Extended Year Salaries Teachi	\$65,251	\$65,251	\$65,379	\$53,814	\$49,248	\$55,138	0.00
Function: Specialists, Small Group - 2310		\$65,251	\$65,251	\$65,379	\$53,814	\$49,248	\$55,138	0.00
1000.30.2320.300.600.002.3467	Medical/Therapeutic Other Sa	\$2,416	\$2,416	\$3,765	\$9,120	\$15,008	\$11,368	0.00
1000.30.2320.410.600.002.3468	Medical/Therapeutic Contract	\$65,000	\$125,289	\$47,000	\$0	\$0	\$0	(48.12)
Function: Medical/Therapeutic Svcs. - 2320		\$67,416	\$127,705	\$50,765	\$9,120	\$15,008	\$11,368	(47.21)
1000.30.2330.300.595.002.3473	Extended Year Salaries Instru	\$48,750	\$48,750	\$41,609	\$57,825	\$46,220	\$54,883	0.00
Function: Teacher Assistant - 2330		\$48,750	\$48,750	\$41,609	\$57,825	\$46,220	\$54,883	0.00

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

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From Date: 7/1/2018

To Date: 6/30/2019

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.30.2354.110.505.001.3498	Mentors	\$23,981	\$23,981	\$23,981	\$0	\$0	\$0	0.00
Function: Instructional Coaching Stipends/ Mentors - 2354		\$23,981	\$23,981	\$23,981	\$0	\$0	\$0	0.00
1000.30.2356.600.400.001.3498	Staff Attending Prof Develop	\$32,098	\$32,098	\$65,265	\$0	\$0	\$0	0.00
1000.30.2356.615.400.001.3498	Unit A Staff Attending Prof De	\$15,000	\$15,000	\$15,000	\$0	\$0	\$0	0.00
1000.30.2356.616.400.001.3498	Unit B Staff Attending Prof De	\$6,000	\$6,000	\$4,306	\$0	\$0	\$0	0.00
Function: Staff Attending Prof Development - 2356		\$53,098	\$53,098	\$84,570	\$0	\$0	\$0	0.00
1000.30.2357.600.400.001.3498	Professional Development Ott	\$0	\$0	\$0	\$144,860	\$85,414	\$66,165	0.00
1000.30.2357.615.400.001.3498	Unit A Workshops Professiona	\$0	\$0	\$0	\$8,448	\$6,059	\$0	0.00
1000.30.2357.616.400.001.3498	Unit B Prof Dev Course Reimi	\$0	\$0	\$0	\$455	\$3,833	\$0	0.00
Function: Prof Dev, Stipends And Exps. - 2357		\$0	\$0	\$0	\$153,763	\$95,307	\$66,165	0.00
1000.30.2358.400.184.001.3696	Outside Prof Dev for Instructi	\$11,000	\$11,000	\$11,000	\$0	\$0	\$0	0.00
Function: Outside Prof Dev for Instructional Staff - 2358		\$11,000	\$11,000	\$11,000	\$0	\$0	\$0	0.00
1000.30.2410.510.600.001.3505	Math in Focus K-17	\$0	\$0	\$0	\$196,126	\$0	\$0	0.00
1000.30.2410.510.600.002.3505	Textbooks Special Ed	\$2,750	\$2,750	\$2,750	\$0	\$12	\$300	0.00
Function: Textbk/Software/Media Mtis - 2410		\$2,750	\$2,750	\$2,750	\$196,126	\$12	\$300	0.00
1000.30.2430.500.595.002.3535	Gen Supplies Special Ed Exte	\$12,900	\$9,000	\$0	\$5,604	\$6,293	\$5,522	43.33
1000.30.2430.500.596.002.3535	SEPAC Supplies	\$700	\$700	\$275	\$450	\$0	\$0	0.00
1000.30.2430.500.600.002.3535	Gen Supplies Special Ed	\$1,000	\$1,000	\$764	\$289	\$169	\$945	0.00
Function: General Supplies - 2430		\$14,600	\$10,700	\$1,039	\$6,343	\$6,462	\$6,467	36.45

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

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Exclude inactive accounts with zero balance

From Date: 7/1/2018

To Date: 6/30/2019

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.30.2440.506.400.001.3543	NEED Academy	\$80,599	\$80,599	\$81,207	\$74,378	\$74,818	\$74,918	0.00
Function: Oth Instructional Svcs. - 2440		\$80,599	\$80,599	\$81,207	\$74,378	\$74,818	\$74,918	0.00
1000.30.2710.615.270.002.3566	Guidance/Adj. Counselors Prc	\$0	\$2,500	\$0	\$416	\$1,750	\$550	(100.00)
Function: Guidance/Adj. Counselors - 2710		\$0	\$2,500	\$0	\$416	\$1,750	\$550	(100.00)
1000.30.2800.110.280.002.3581	Psychological Services Sal Sr	\$0	\$0	\$0	\$35,983	\$28,285	\$0	0.00
1000.30.2800.410.603.002.3584	Psychological Services Ind Ev	\$0	\$0	\$0	\$2,150	\$2,875	\$5,190	0.00
1000.30.2800.500.280.002.3585	Psych Supplies	\$10,133	\$10,133	\$4,608	\$7,038	\$10,704	\$9,154	0.00
Function: Psychological Services - 2800		\$10,133	\$10,133	\$4,608	\$45,171	\$41,864	\$14,344	0.00
1000.30.3300.440.331.001.1464	Transportation Regular Day	\$998,720	\$955,187	\$941,632	\$845,881	\$847,640	\$783,343	4.56
1000.30.3300.440.331.002.1464	Transportation Special Ed	\$543,748	\$543,748	\$421,764	\$476,417	\$532,350	\$529,720	0.00
1000.30.3300.632.331.001.1466	Transportation Regular Day F	\$0	\$0	\$0	\$0	\$10,616	\$0	0.00
Function: Transportation - 3300		\$1,542,468	\$1,498,935	\$1,363,396	\$1,322,297	\$1,390,606	\$1,313,062	2.90
1000.30.4110.600.770.005.1566	Custodial Uniforms	\$7,754	\$7,754	\$4,680	\$10,076	\$7,904	\$8,603	0.00
Function: Custodial Services - 4110		\$7,754	\$7,754	\$4,680	\$10,076	\$7,904	\$8,603	0.00
1000.30.4130.420.806.005.1584	Utilities Trash Pickup	\$50,750	\$50,750	\$49,329	\$57,393	\$53,418	\$50,730	0.00
1000.30.4130.636.775.005.1586	Utilities Telephone	\$12,425	\$12,425	\$6,650	\$9,043	\$8,793	\$9,208	0.00
1000.30.4130.637.775.005.1586	Utilities Water	\$26,487	\$26,487	\$17,600	\$15,223	\$17,602	\$26,487	0.00
Function: Utilities - 4130		\$89,662	\$89,662	\$73,579	\$81,660	\$79,813	\$86,426	0.00

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

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 Exclude inactive accounts with zero balance  
 Definition: 1. FY19 Revised Draft Budget

From Date: 7/1/2018

To Date: 6/30/2019

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.30.4220.300.760.005.1603	District Facilities Director	\$86,550	\$84,500	\$86,550	\$84,610	\$83,886	\$78,978	2.43
1000.30.4220.400.760.005.1604	Bldg Maintenance Contract St	\$46,134	\$46,134	\$23,726	\$22,264	\$27,304	\$15,980	0.00
1000.30.4220.500.760.005.1605	Bldg Maintenance Supplies	\$2,500	\$2,500	\$1,262	\$174	\$265	\$2,487	0.00
Function: Maintenance Of Buildings - 4220		\$135,184	\$133,134	\$111,538	\$107,048	\$111,456	\$97,446	1.54
1000.30.4230.400.800.005.1626	Equipment Maintenance Cont	\$12,322	\$12,252	\$12,252	\$4,242	\$2,170	\$6,514	0.57
1000.30.4230.600.800.005.1626	Equipment Maintenance Othe	\$2,000	\$2,000	\$770	\$1,210	\$0	\$0	0.00
Function: Maintenance Of Equipment - 4230		\$14,322	\$14,252	\$13,022	\$5,452	\$2,170	\$6,514	0.49
1000.30.4400.110.163.005.1641	Technology Director	\$107,500	\$102,500	\$110,500	\$104,808	\$107,565	\$106,274	4.88
1000.30.4400.300.164.005.1643	Networking Other Salaries	\$0	\$0	\$0	\$574	\$0	\$9,120	0.00
1000.30.4400.600.900.005.1646	Networking Other Expense	\$38,027	\$38,027	\$33,275	\$44,760	\$34,862	\$33,931	0.00
Function: Networking & Telecom - 4400		\$145,527	\$140,527	\$143,775	\$150,141	\$142,427	\$149,326	3.56
1000.30.4450.410.926.005.1654	Technology Contract Service	\$50,040	\$50,040	\$45,129	\$71,437	\$44,652	\$111,295	0.00
1000.30.4450.600.926.005.1656	Technology Other Expense	\$135,371	\$135,371	\$67,531	\$115,432	\$97,883	\$81,584	0.00
Function: Technology Maintenance - 4450		\$185,411	\$185,411	\$112,661	\$186,868	\$142,535	\$192,879	0.00
1000.30.5100.710.718.005.1661	County Retirement, OPEB	\$1,065,245	\$1,016,502	\$1,016,502	\$953,628	\$898,550	\$926,945	4.80
1000.30.5100.730.714.005.1661	Medicare	\$293,352	\$293,352	\$321,000	\$293,749	\$264,082	\$305,774	0.00
Function: Retirement Contributions - 5100		\$1,358,597	\$1,309,854	\$1,337,502	\$1,247,377	\$1,162,632	\$1,232,719	3.72
1000.30.5200.720.713.005.1662	Workers Compensation Insura	\$163,936	\$154,657	\$156,850	\$156,998	\$134,760	\$148,335	6.00
1000.30.5200.720.725.005.1662	Health Insurance Active Empl	\$4,757,831	\$4,137,244	\$4,615,897	\$3,707,851	\$3,427,770	\$3,658,722	15.00

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

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Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.30.5200.720.728.005.1662	Insurance Retirees	\$695,325	\$604,630	\$406,325	\$582,845	\$481,395	\$222,464	15.00
1000.30.5200.721.724.005.1662	Life Insurance Administrators	\$0	\$1,624	\$0	\$0	\$0	\$0	(100.00)
1000.30.5200.721.725.005.1662	Life Insurance Active Emplo	\$8,299	\$6,675	\$3,841	\$2,819	\$3,191	\$3,301	24.33
1000.30.5200.722.725.005.1662	Dental Insurance Active Empl	\$241,960	\$219,964	\$212,722	\$177,304	\$170,448	\$182,347	10.00
1000.30.5200.740.719.005.1662	Unemployment Insurance	\$76,125	\$76,125	\$38,000	\$33,820	\$27,027	\$43,018	0.00
Function: Insurance - Active Emp. - 5200		\$5,943,476	\$5,200,919	\$5,433,636	\$4,661,638	\$4,244,591	\$4,258,187	14.28
1000.30.5260.790.715.005.1664	Insurance Property and Liabil	\$446,017	\$405,470	\$381,487	\$379,338	\$363,565	\$312,922	10.00
Function: Other Non-Emp. Insurance - 5260		\$446,017	\$405,470	\$381,487	\$379,338	\$363,565	\$312,922	10.00
1000.30.5300.835.980.005.1681	Rental-Lease equipment	\$115,903	\$115,902	\$113,125	\$73,984	\$56,719	\$60,766	0.00
Function: Rental-Lease Equipment - 5300		\$115,903	\$115,902	\$113,125	\$73,984	\$56,719	\$60,766	0.00
1000.30.7200.820.935.005.1742	Capital, Improvements, Acqui	\$305,000	\$305,000	\$211,699	\$305,000	\$250,000	\$49,864	0.00
Function: Building Purchase And Improvements - 7200		\$305,000	\$305,000	\$211,699	\$305,000	\$250,000	\$49,864	0.00
1000.30.8100.800.935.005.1751	Debt Retirement School Cons	\$33,213	\$83,847	\$83,847	\$124,346	\$158,351	\$195,674	(60.39)
Function: Debt Retirement - 8100		\$33,213	\$83,847	\$83,847	\$124,346	\$158,351	\$195,674	(60.39)
1000.30.8200.800.935.005.1752	Debt Service BAN Interest	\$2,200,563	\$2,241,084	\$2,241,083	\$2,287,125	\$2,315,130	\$608,749	(1.81)
Function: Debt Service - 8200		\$2,200,563	\$2,241,084	\$2,241,083	\$2,287,125	\$2,315,130	\$608,749	(1.81)
1000.30.9100.970.655.002.1770	Payments to Oth MA Dist.	\$157,795	\$141,749	\$250	\$14,289	\$107,360	\$65,264	11.32
Function: Payments To Oth Ma Dist. - 9100		\$157,795	\$141,749	\$250	\$14,289	\$107,360	\$65,264	11.32

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

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From Date: 7/1/2018                      To Date: 6/30/2019

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
1000.30.9110.970.658.005.1780	School Choice Tuition	\$1,287,193	\$1,043,743	\$1,287,193	\$1,286,293	\$1,147,725	\$1,052,745	23.32
Function: School Choice Tuition - 9110		\$1,287,193	\$1,043,743	\$1,287,193	\$1,286,293	\$1,147,725	\$1,052,745	23.32
1000.30.9120.970.659.005.1790	Tuition To Charter School	\$1,218,017	\$1,030,409	\$1,218,017	\$1,218,017	\$1,055,982	\$1,052,136	18.21
Function: Tuition To Charter School - 9120		\$1,218,017	\$1,030,409	\$1,218,017	\$1,218,017	\$1,055,982	\$1,052,136	18.21
1000.30.9300.970.662.002.1810	Non-Public Tuition	\$181,201	\$275,790	\$197,090	\$95,107	\$245,966	\$128,326	(34.30)
Function: Non-Public Tuition - 9300		\$181,201	\$275,790	\$197,090	\$95,107	\$245,966	\$128,326	(34.30)
1000.30.9400.970.663.001.1820	Vitual High School Tuition	\$0	\$0	\$0	\$0	\$5,620	\$0	0.00
1000.30.9400.970.663.002.1820	Payments to Collaborative	\$455,361	\$497,093	\$451,011	\$417,459	\$272,984	\$263,175	(8.40)
Function: Payments To Collaborative - 9400		\$455,361	\$497,093	\$451,011	\$417,459	\$278,604	\$263,175	(8.40)
Location: District - 30		\$18,310,754	\$16,980,656	\$16,777,341	\$16,293,204	\$15,704,783	\$13,282,865	7.83
Fund: General Operating Fund - 1000		\$39,998,800	\$38,115,205	\$36,845,977	\$36,267,850	\$34,423,477	\$31,221,784	4.94
8100.01.2305.110.400.001.3450	School Choice Tchrs Salaries	\$0	\$0	\$0	\$0	\$75,514	\$173,962	0.00
Function: Classroom Teachers - 2305		\$0	\$0	\$0	\$0	\$75,514	\$173,962	0.00
8100.01.2330.300.400.001.3473	School Choice Instruct Assist	\$0	\$0	\$0	\$0	\$0	\$23,136	0.00
8100.01.2330.300.600.001.3473	School Choice Instruct Assist	\$151,080	\$166,690	\$156,465	\$173,244	\$118,153	\$91,701	(9.36)
Function: Teacher Assistant - 2330		\$151,080	\$166,690	\$156,465	\$173,244	\$118,153	\$114,836	(9.36)
Location: Chatham Elementary School - 01		\$151,080	\$166,690	\$156,465	\$173,244	\$193,667	\$288,798	(9.36)

## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

Fiscal Year: 2017-2018

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Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
8100.02.2305.110.400.400.3650	School Choice Teachers Sala	\$183,310	\$199,993	\$147,182	\$230,188	\$134,808	\$150,238	(8.34)
Function: Classroom Teachers - 2305		\$183,310	\$199,993	\$147,182	\$230,188	\$134,808	\$150,238	(8.34)
8100.02.2330.300.400.001.3473	School Choice Instruct Assist	\$0	\$18,246	\$18,245	\$9,441	\$0	\$61,629	(100.00)
8100.02.2330.300.600.002.3473	School Choice Instruct Assist	\$144,030	\$189,078	\$189,078	\$168,879	\$139,057	\$323,637	(23.83)
Function: Teacher Assistant - 2330		\$144,030	\$207,324	\$207,323	\$178,320	\$139,057	\$385,266	(30.53)
Location: Harwich Elementary School - 02		\$327,340	\$407,317	\$354,505	\$408,507	\$273,865	\$535,504	(19.64)
8100.11.2305.110.400.400.3650	School Choice Teachers Sala	\$239,210	\$303,144	\$303,143	\$281,345	\$265,464	\$556,982	(21.09)
Function: Classroom Teachers - 2305		\$239,210	\$303,144	\$303,143	\$281,345	\$265,464	\$556,982	(21.09)
8100.11.2330.300.400.001.3473	School Choice Instruct Assist	\$0	\$0	\$0	\$0	\$158	\$0	0.00
8100.11.2330.300.600.002.3473	School Choice Instruct Assist	\$239,210	\$262,821	\$267,961	\$207,674	\$209,848	\$244,307	(8.98)
Function: Teacher Assistant - 2330		\$239,210	\$262,821	\$267,961	\$207,674	\$210,006	\$244,307	(8.98)
Location: Monomoy Regional Middle School - 11		\$478,420	\$565,965	\$571,105	\$489,019	\$475,470	\$801,289	(15.47)
8100.22.2305.110.400.400.3650	School Choice Teachers Sala	\$0	\$0	\$0	\$0	\$210,482	\$504,659	0.00
Function: Classroom Teachers - 2305		\$0	\$0	\$0	\$0	\$210,482	\$504,659	0.00
8100.22.2330.300.400.001.3473	School Choice Instruct Assist	\$0	\$0	\$0	\$0	\$0	\$27,994	0.00
8100.22.2330.300.600.001.3473	School Choice Instruct Assist	\$0	\$0	\$0	\$0	\$0	\$6,800	0.00
8100.22.2330.300.600.002.3473	School Choice Instruct Assist	\$302,160	\$367,029	\$338,065	\$336,230	\$320,866	\$362,604	(17.67)
Function: Teacher Assistant - 2330		\$302,160	\$367,029	\$338,065	\$336,230	\$320,866	\$397,398	(17.67)

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## Monomoy Regional School District

### \*\*\*\*FY19 Draft Budget GF SC CB SUMMARY

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To Date: 6/30/2019

Definition: 1. FY19 Revised Draft Budget

Account	Description	FY 2018-19 Revised Draft Budget	FY18 Budget	FY18 YTD w Enc	FY17 Actual	FY16 Actual	FY15 Actual	Percent Change
Location: Monomoy Regional High School - 22		\$302,160	\$367,029	\$338,065	\$336,230	\$531,348	\$902,057	(17.67)
8100.30.2330.300.600.002.3473	School Choice Instruct Assist	\$0	\$0	\$0	\$0	\$0	\$20,415	0.00
Function: Teacher Assistant - 2330		\$0	\$0	\$0	\$0	\$0	\$20,415	0.00
Location: District - 30		\$0	\$0	\$0	\$0	\$0	\$20,415	0.00
Fund: School Choice - 8100		\$1,259,000	\$1,507,001	\$1,420,139	\$1,407,001	\$1,474,350	\$2,548,062	(16.46)
8200.30.9300.970.662.300.3077	Circuit Breaker Non-Public Tu	\$191,000	\$277,025	\$277,025	\$276,762	\$323,316	\$463,934	(31.05)
Function: Non-Public Tuition - 9300		\$191,000	\$277,025	\$277,025	\$276,762	\$323,316	\$463,934	(31.05)
Location: District - 30		\$191,000	\$277,025	\$277,025	\$276,762	\$323,316	\$463,934	(31.05)
Fund: Circuit Breaker - 8200		\$191,000	\$277,025	\$277,025	\$276,762	\$323,316	\$463,934	(31.05)
<b>Grand Total:</b>		<b>\$41,448,800</b>	<b>\$39,899,231</b>	<b>\$38,543,142</b>	<b>\$37,951,612</b>	<b>\$36,221,143</b>	<b>\$34,233,780</b>	<b>3.88</b>

End of Report



**AGREEMENT BETWEEN THE TOWNS OF CHATHAM AND HARWICH WITH  
RESPECT TO THE FORMATION OF A REGIONAL SCHOOL DISTRICT**

Whereas the Towns of Chatham and Harwich, towns in the Commonwealth of Massachusetts, hereinafter referred to as "member towns,, have created a regional school district consistent with the terms of Chapter 71 of the Massachusetts General Laws, as amended, the member towns, in consideration of the mutual promises contained herein, agree as follows:

**Section I. MEMBERSHIP OF THE REGIONAL DISTRICT SCHOOL COMMITTEE**

A. Name and Composition. The name of the Regional School District shall be the Monomoy Regional School District. The Regional District School Committee, hereinafter sometimes referred to as the "Committee,, shall consist of eight (8) members, four (4) of whom reside in the Town of Chatham and four (4) of whom reside in the Town of Harwich.

B. Weighted Voting. Because of the disparity in the population of the two towns, each of the four (4) Committee members from Harwich will have one full vote on all matters and each of the four (4) Committee members from Chatham will have 50% of a vote on all matters, for a total of six (6) votes. For a motion which requires a majority vote to pass, a majority (i.e., greater than 50%) of the six (6) votes (which must be no fewer than 3.5 votes) must be cast in the affirmative and at least one Committee member from each of the two towns must vote in the affirmative. For the passage of a motion requiring a two-thirds vote (such as the passage of the annual budget), at least two thirds (i.e., no fewer than 4 votes) of the six (6) total votes must be cast in the affirmative. Should a shift in the respective populations of the member towns, based on the most recent decennial federal census figures, cause an impermissible disparity based on one-person, one-vote principles, the Committee will act to address the disparity via the amendment process.

C. Election of Members. Each member must reside in the town which she or he represents. Each member must be elected consistent with the process for the election of town officials in said town and will be elected to open seats during the annual election or special election in said town. The term of each elected member will begin on the first business day after his or her election and after being sworn in by the respective Town Clerk. A member who has not otherwise vacated his or her seat will continue to serve until his or her successor is elected and sworn.

At every annual election, there shall be elected one or two members of the Committee from the Town of Chatham and one or two members of the Committee from the Town of Harwich as is necessary to maintain the membership of the Committee in accordance with subsection A (Name and Composition) above.

D. Length of Terms. The term of office of each elected member shall be three years, and a member will serve until his/her successor is elected and sworn in by the respective Town Clerk unless the member has otherwise vacated his or her seat.

E. Vacancies. Any vacancy occurring on the Regional District School Committee shall be filled by the local Board of Selectmen and the remaining Regional District School Committee members from the town where the vacancy occurs. The members of the Board of Selectmen shall meet in joint session with the remaining members of the Regional School District Committee from the town where the vacancy occurs. A majority vote of the members of this joint session shall be required to fill the vacant position. Such replacement shall serve until the next annual town election. At that next annual election, a person will be elected to serve the balance of the unexpired term, if any, which had become vacant.

F. Organization. At the first scheduled meeting of the Regional District School Committee after the annual election of all member towns, the Regional District School Committee shall organize in accordance with Massachusetts General Laws, Chapter 71, section 16A, known as "Regional School Committee, Organization,,". In addition, the Regional District School Committee shall fix the times and place for its regular meetings for the new term, provide for the calling of special meetings upon written or electronic notice to all its members, and appoint appropriate sub-committees and other officers.

## **Section II. POWERS OF THE COMMITTEE**

The Committee shall possess all of the powers conferred by law upon regional school district committees via G.L. Chapter 71, section 16 and otherwise, including but not limited to the power to acquire property and/or to enter into leases for land and/or buildings.

## **Section III. QUORUMS, VOTES AND GOVERNANCE**

A. A quorum to conduct business shall consist of five (5) members, with no fewer than two members being present from each of the member towns. A number less than the majority may vote to adjourn, but shall not take any other action.

B. On all issues requiring a vote of the Regional District School Committee, a simple majority vote (i.e., no fewer than 3.5 of the six (6) votes as spoken to in Section I, subsection B) shall be required to pass all motions, except as specified elsewhere in this Agreement, or as required by statute.

C. The Regional District School Committee shall annually elect officers at the first regularly scheduled meeting held after the last of the elections in the member towns. Such officers shall exercise the powers expressed and implied in G.L. Chapter 71, section 16A.

D. A Chairperson and a Vice-Chairperson shall be elected from among the Regional District School Committee's membership. The Committee will have as standard practice that the position of Chairperson will rotate annually between the member towns. By a two-thirds (2/3) vote, and with at least one Committee member from each of the member towns voting in the affirmative the Regional District School Committee may in any given year deviate from this

standard practice. The Vice-Chairperson in any given year shall be drawn from the members who reside in the member town different from that of the Chairperson.

E. The Regional District School Committee shall elect/appoint a Secretary who may or may not be a member of the Regional District School Committee's membership.

F. The Regional District School Committee shall appoint a Treasurer who shall not be a member of the Regional District School Committee.

G. Any action voted by the Regional District School Committee which directly and specifically affects the elementary school(s) in only one town will require that three of the four members of the Regional District School Committee from the town in which the affected elementary school(s) is/are located vote in support of that action.

#### **Section IV. TYPE OF SCHOOL DISTRICT AND TRANSFER OF ASSETS**

A. The Regional School District shall provide educational programs for public school students who reside in the member towns and who are attending grades pre-kindergarten through and including grade 12. The Regional School District Committee, as established consistent with Section I (Membership of the Regional School District School Committee) above, is authorized in its discretion to establish and maintain other educational programs, including, but not limited to, vocational-technical educational programs consistent with G.L Chapter 74, and is authorized in its discretion to join or form educational collaboratives consistent with G.L. Chapter 40, section 4E.

B. The Regional School District may, at the Committee's discretion, include pre-kindergarten, and shall include all grades from K-12.

C. The elementary schools shall serve students in grades K-4, and, at the Committee's discretion, pre-kindergarten.

D. The middle school(s)/high school(s) shall serve students in grades 5-12.

E. Where the term "preschool," is mentioned in this Agreement, it is done in order to permit the Regional District School Committee, at some future date, the discretion to provide "universal," preschool classes.

F. The Committee may in its discretion alter the elementary/secondary grade configurations spoken to above.

G. At the time of the creation of the District, any and all money held in so-called "revolving funds," in gift accounts, in grant accounts, or in student activity accounts/funds that are held by the member towns for the benefit of their respective school departments will be conveyed to the District to be utilized for educational and/or extracurricular purposes consistent with the purposes for which the revolving funds or accounts were created. Additionally, school-related

equipment, material, and supplies that are owned by the school departments of the member towns at the time of the creation of the District will be conveyed to the District.

**Section V. LOCATION AND OWNERSHIP OF SCHOOLS**

A. All Regional District schools shall be located within the geographical limits of the District. The Regional District school buildings shall be located on sites owned by, or leased to, the District.

B. There shall be no less than one elementary school in each member town. Except in special cases as defined by the Regional District School Committee, students in the elementary grades shall attend schools in their towns of residence unless the School Committee votes to assign students on a basis other than town of residence and each Town's Board of Selectmen, by majority vote, approves the School Committee's vote.

C. Each member town shall retain ownership of its elementary school buildings and grounds that are in existence at the time of the formation of the District and shall lease the same to the District for the sum of one dollar per year. Each lease shall be for a term of up to twenty (20) years, with said term to be established by the Regional District School Committee. The term shall commence on July 1, 2012. The leases shall contain provisions for an extension of up to 20 years at the option of the Regional District School Committee. The leases shall contain provisions authorizing the District to repair, improve, alter, remodel and maintain the buildings or any part thereof, at the District's expense. Said leases shall not prevent the use of the buildings or premises by the respective owner towns, upon approval of the Regional School District Committee; such approval shall not be unreasonably withheld. Each lease involving a member town may include such other terms as may be agreed upon by the Selectmen of that member town and by the Regional District School Committee, who shall execute the lease for the member towns and the District, respectively.

D. The Town of Chatham shall lease to the Regional District School Committee the land and buildings (at the option of the Committee) presently known as the Elementary School, as well as the land and/or the buildings (at the option of the Committee) comprising the combined Middle School/High School. The terms expressed in paragraph V.D shall apply equally to this paragraph.

E. The Town of Harwich, shall lease to the Regional District School Committee the land and/or buildings (at the option of the Committee) presently known as the Elementary School. The terms expressed in paragraph V.D shall apply equally to this paragraph.

F. At whatever point in time the land and/or buildings that are leased by a member town to the Regional District School Committee ceases to be needed by the District, the District School Committee shall vote to declare said land and/or buildings as surplus, and the custody and control of said land and/or buildings shall revert to the owner town.

G. Payments from future leases of Regional property shall be paid to the Regional School District.

### **Section VI. TRANSPORTATION**

The Regional District School Committee shall set District transportation policy. School transportation shall be provided by the Regional School District, and the cost thereof shall be apportioned among the member towns as defined in Section IX.

### **Section VII. BUDGET**

A. The Committee shall prepare an annual operating and maintenance budget using accounts itemized in conformance with the chart of accounts utilized and required by the Massachusetts Department of Elementary and Secondary Education or its successor.

B. The Regional School District's budgetary process, and the timing of and method of appropriation of funds in regard thereto, shall be governed by the provisions of G. L. c. 71 §16(m) and c. 71 §16B and other applicable provisions of G. L. c. 71 and any special laws or regulations relating thereto.

C. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:

1. The Regional District budget process shall be initiated annually on or about October 1 and shall provide opportunity for the Selectman and Finance Committee of each member town to have input into its preparation. On or about January 15<sup>th</sup>, the Regional District School Committee shall complete its proposed budget for the ensuing year. Said proposed budget shall be approved by majority vote, with at least one Committee member from each member town voting in the affirmative. The District shall submit its proposed budget to the Board of Selectmen and Finance Committee of each member town and provide a copy to each member town's public library and town clerk's office for posting.
2. Said proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all member towns and published consistent with G.L. chapter 71, section 38N in a newspaper having general circulation in the region. Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget. Said proposed budget shall be in reasonable detail, itemized at least as follows: central administration, expenses of instruction, transportation, operation of school plant, maintenance of school plant, capital outlay, and debt and interest charges unless the Finance Committee and Board

of Selectmen from each member town and the Regional School District Committee subsequently agree to some other methodology. All non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five (5) years shall be included. The Finance Committee or the Board of Selectmen of a member town may request further information.

3. Consistent with G.L. chapter 71, section 16B the Regional District School Committee shall adopt by a two-thirds (2/3) vote of all its members a budget with such changes as may have resulted from conferences and/or the public hearing. Within thirty (30) days from the date on which the budget is adopted, the Treasurer of the District shall certify to the Treasurer of each member town that town's assessed share of such budget.
4. The budget and assessments shall be so constructed as to show debt service, transportation, operating, and capital costs. It shall also list all sources of revenue used to reduce operating costs as described in Section IX.
5. The process and the requirements for the approval or disapproval of the budget by the member towns will be consistent with the terms and conditions of Chapter 71, section 16B, as well as 603 CMR section 41, *et seq.*, as those terms and conditions may be amended. In the event of a conflict between any provision of law or regulations and this Agreement, the law and/or regulations shall prevail.

### **Section VIII. BUDGETARY DEFINITIONS**

The budget for the operation of the District's Schools, including payments of principal and interest on bonds and other evidence of indebtedness issued by the District, shall be apportioned to the member towns via the method set out in Section IX and subject to the following definitions:

#### **A. Budget**

As defined by this document, the budget is the amount of money voted by the Regional District School Committee to finance the District schools and which will be assessed to the member towns.

#### **B. The budget shall be comprised of various costs, each as herein defined as follows:**

1. "Operating Costs,, include all costs not included in capital costs, transportation costs, or debt service, as defined below, but operating costs include interest and principal on revenue anticipation notes. Operating costs include the net costs of evening, graduate and extension courses or any other types of courses, including vocational education programs, which are offered by the District to persons other than pupils attending a regular district school program in any of the grades K-12, inclusive.

2. "Capital costs,, will include all capital outlay appearing in the 7000 DESE function codes.
3. "Transportation costs,, include all costs associated with transporting the District's students to and from school.
4. "Debt service,, includes all costs that are used for payment of principal and interest on bonds or other obligations issued by the District except revenue anticipation notes.

**Section IX. METHOD OF ASSESSING COSTS OF THE REGIONAL SCHOOL DISTRICT**

A. Operating Costs. Operating costs needed to support the district's budget will be reduced by all general fund revenues and state aid. Member town assessments will then be prepared as follows:

1. Each member town will contribute to the District no less than its minimum required local contribution as determined by the Commissioner pursuant to G.L. Chapter 70.
2. Any excess costs needed to support the District's budget will be assessed to the member towns on the basis of the town's foundation enrollment.
3. Excess costs will be assessed to each member town on the basis of the combined three-year rolling average of foundation enrollment for each member town. That is, the foundation enrollment figures as published by the DESE for each member town for the most recent past three years will be averaged, as will the total of the foundation enrollments of all of the member towns for the most recent past three years. Each member town will be assessed the same percentage of the excess costs as that member's foundation enrollment for the past three years relates to the foundation enrollment for the entire District during those three years.

B. Capital Costs. Capital costs shall include all expenses in the nature of capital outlay including, but not limited to, the cost of acquiring land, the cost of constructing, reconstructing, or adding to a school building or buildings, the cost of remodeling or making extraordinary repairs to a school building or buildings, the cost of constructing sewerage systems and sewerage treatment and disposal facilities or the cost of the purchase or use of such systems with a municipality, and any other item of capital outlay for which a regional school district may be authorized to borrow, or which could be categorized as a capital expense in conformance with applicable law and regulation, including, without limitation, the cost of equipment and furnishings for such school buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions, sewerage systems and sewerage treatment and disposal facilities, and any premises related to the foregoing in operating condition. Capital costs shall also include payment of principal of and interest on bonds, notes and other obligations issued by the District to finance capital costs.

Capital costs that are attributable to facilities that are under the custody and control of the District, whether they are owned by or leased to the District, shall be assessed to the member towns on the basis of the three-year rolling average of each town's foundation enrollment as described in Section IX.A.3 above.

C. Transportation Costs. Transportation costs will be assessed to the member towns based upon the number of students residing in each town who attend the District's schools based on the average of the most recent three years' enrollment figures as reported, currently on October 1, to DESE.

D. Debt Service. Notwithstanding the terms of Section IX.B, debt service costs, which were incurred prior to July 1, 2017, will be assessed to the member towns as follows:

1. Debt service costs attributable to the high school and the middle school will be assessed to the member towns using the three-year rolling average of each town's foundation enrollment as described in Section IX.A.3 above.
2. Debt service costs attributable to the District's elementary schools will be assessed to the member town that owns the building; provided that if the Regional District School Committee reconfigures its elementary schools such that students are no longer assigned based on their town of residence, e.g., students are assigned based on districting; the District creates an "upper," and "lower," elementary school, debt service costs shall be assessed upon the mechanism described in paragraph E below, which utilizes the most recent three years' enrollment figures.

E. The number of students who reside in each of the member towns who attend the facility in question based upon the average of the most recent three years' enrollment figures as reported to DESE will be identified. Each member town will then be assessed a percentage of the debt service expenditures attributable to that facility. This percentage will be the same percentage as the number of students from that town who are enrolled in the facility in question, using the three year average referenced in this paragraph, bears to the two towns' combined enrollment in that facility. If the construction of a new high school is undertaken after the creation of the District, the capital costs and debt service attributed to said construction, and the planning for same, will be assessed under Sections IX.B and IX.D above, despite the fact that the completion of the new high school will occur prior to there being one regional middle school. If a renovation of and/or addition to the building which is known at the time of creation of the District as the Chatham Middle School/High School is undertaken for purposes of converting said building to a District middle school, the capital costs and debt service attributed to said renovation/addition, and the planning for same, will be assessed under Sections IX.B and IX.D above.

F. The payment of the assessed share of costs by each member town, as computed by the Regional District School Committee according to the methods specified in Section IX, shall be made by each member town's Treasurer by check or electronic transfer payable to the Regional School District in equal installments by the first business day of the month as set forth below:

Chatham: August, October, December, February, April, May, June  
Harwich: July, September, November, January, March, May, June



**Section X. STABILIZATION FUND**

The Regional District School Committee may, consistent with the terms and conditions of G.L. chapter 71, section 16G½, establish and maintain a stabilization fund.

**Section XI. ADMISSION OF ADDITIONAL TOWNS**

By an amendment to this agreement adopted by each member town in accordance with Section XVI (Amendments) and in compliance with the provisions therein contained, any other town or towns may be admitted to the Regional School District upon adoption of such amendment, and also upon compliance with any statutory or regulatory requirement as may be applicable.

**Section XII. WITHDRAWAL OF MEMBER TOWNS**

In the event that a member town decides to seek to withdraw from the District, the following procedures and requirements will apply:

A. Vote Expressing Desire to Withdraw. Any member town seeking to withdraw from the District shall, by vote at an annual or special town meeting, request the Committee to formulate an amendment to this Agreement setting forth the terms under which the town may withdraw from the District. No withdrawal will take effect on other than July 1 of a given year, and the vote spoken of in the preceding sentence, as well as the notification to the District consistent with paragraph B below, as well as the submittal of a long range education plan consistent with paragraph C below, must all occur no less than two (2) years prior to the desired date of withdrawal.

B. Notice. The clerk of the town seeking to withdraw shall, within seven (7) days of the vote, notify the Committee chairperson as well as the District’s superintendent in writing that the town has voted to request the Committee to formulate an amendment to the Agreement setting forth the terms for withdrawal. The clerk will provide a certified copy of the vote with the notification.

C. Long Range Education Plan. No less than two (2) full years prior to the desired date of withdrawal, the town seeking to withdraw, in addition to the other requirements spoken to in paragraph A above, will submit to the Commissioner of Elementary and Secondary Education (hereinafter “the Commissioner,”) and to the District a “Long Range Education Plan,, consistent with 603 CMR 41.02(2). The Long Range Plan will address, in addition to any other factor required by the Commissioner, the following: the expected educational benefits of reorganization; the current and projected enrollments; an inventory of all educational facilities under the jurisdiction of the District; the proposed administrative structure; the fiscal ramifications of withdrawal upon the withdrawing town as well as the other member towns in the

District; the geographical and physical characteristics of the area; and the effect that withdrawal will have on student transportation.

D. Requirements. In addition to other terms and requirements which the Committee may include in the amendment, the town seeking to withdraw will be responsible for the following: (1) payment of all operating costs for which it is liable as a member of the District; (2) continuing payments beyond the time of withdrawal to the District for the town's share of the indebtedness of the District which is outstanding at the time of such withdrawal, and for interest thereon, to the same extent and in the same manner as though the town had not withdrawn from the District; and (3) for the costs, including legal fees, that accrue to the District as a result of the withdrawal process.

E. Approval of Withdrawal. A request to withdraw shall become effective only if the amendment to the Agreement is approved by vote of the Committee, is approved by the Commissioner, and is approved by majority vote at an annual or special town meeting in the town seeking to withdraw and in each of the other member towns, and the withdrawal can become effective no less than one full year after the completion of these requirements.

F. In no event shall such withdrawal take place prior to ten (10) years from the effective date of this agreement as defined in Section XVII (Effective Date and Jurisdiction).

### **Section XIII. ANNUAL REPORT**

The Regional District School Committee shall submit to each member town an annual report containing a detailed financial statement and a statement showing methods by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of the schools as may be deemed necessary by the Regional District Committee or by the Selectman and/or the Finance Committee of any member town.

### **Section XIV. INCURRING OF DEBT**

The District School Committee may vote to incur debt consistent with the terms and conditions of G.L. chapter 71, section 16. At the time of taking action to incur debt, and except for the incurring of temporary debt in anticipation of revenue, the District School Committee by majority vote will choose either the process that appears in subsection (d) of Chapter 71, section 16, or the process that appears in subsection (n) of Chapter 71, section 16.

### **Section XV. REVIEW OF AGREEMENT**

At least every five (5) years, the Committee will undertake a review of the terms of this Agreement. The first review of this Agreement shall occur no later than in the fifth fiscal year of

the District's existence. Proposals for amendments to this Agreement will follow the procedure contained in Section XVI (Amendments).

**Section XVI. AMENDMENTS**

A. Amendments to this Agreement may be initiated by a three-quarters (3/4) vote (i.e., no fewer than 4.5 votes) of the District Committee or by a petition signed by ten per cent (10%) of a member town(s) registered voters. Said signatures need to be certified by the Clerk of the respective town who must also certify the fact that the number of signatures represents at least 10% of the registered voters of the town. Such amendments to the agreement must receive a majority vote of approval by each member town at an annual town meeting, and all amendments are subject to the approval of the Commissioner.

B. No such amendment shall be made which shall substantially impair the rights of the holders of any of the District's bonds or notes of the District then outstanding, or the rights of the District to procure the means for payments thereof.

**Section XVII. EFFECTIVE DATE AND JURISDICTION**

The full jurisdiction of the Regional District School Committee will commence on July 1, 2012.

**Section XVIII. SEVERABILITY OF SECTIONS**

Consistent with G.L. Chapter 71, section 16I, if any provision of this Regional School District Agreement shall be held invalid in any circumstance, such invalidity shall not affect any other provisions or circumstances.

## Sandy Robinson

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**From:** Dan Pelletier <dpelletier@harwichwater.com>  
**Sent:** Tuesday, January 23, 2018 2:04 PM  
**To:** Christopher Clark  
**Cc:** Sandy Robinson; John Giorgio  
**Subject:** Wireless Communications Lease RFP/Article

Chris/John,

Below is the article from 2013 ATM for the lease of land located at 196 Chatham Rd.(Water Dept HQ). After reading it again, it would be my opinion that the town may issue a new RFP & enter into another wireless communications lease providing we adhere to language in the article as it was voted. More specifically, the lease term does not exceed 20 years, and the Board of Selectmen & Water Commission maintain the 50/50 split of revenue generated. Should either party wish to modify the terms outlined the 2013 article I presume an amendment would need to take place at the upcoming town meeting. I will confirm with the water commission at tomorrow's meeting that they are still comfortable moving forward with the terms as voted at 2013 town meeting. If you are in agreement, I will remove the section outlining town meeting authorization.

I would like to point out that the town did issue the original RFP stating that "Any lease entered into with the successful proposed pursuant to the RFP shall be subject to Town Meeting authorization" and upon reviewing the town meeting articles in the years following 2013 there was no subsequent article authorizing a specific lease, we did however enter in to a lease agreement with AT&T. This would indicate to me that the RFP was put out before town meeting, and that language was only in place should the residents not authorize through town meeting vote to enter in to such agreement. If you agree with my interpretation I will begin preparing the RFP documents for the BOS to review.

### *"FUND OR LEASE TELECOMMUNICATIONS TOWER ARTICLE 8*

*To see if the Town will vote to authorize the Board of Selectmen to lease a portion or portions of the property located at 196 Chatham Rd. shown on Assessors Map 33 as lots 3 and 5 and described in an instrument recorded with the Barnstable Registry of Deeds in Book 10319 Page 257, for telecommunications purposes, on such terms and conditions and for such consideration as the Board of Selectmen shall determine to be appropriate, such lease to be for a term of up to twenty (20) years, and further grant such access and utility easements on said property as the Board of Selectmen deems appropriate to serve the Telecommunications tower and other facilities installed pursuant to said lease; and to act fully thereon. By request of the Harwich Board of Water Commissioners and the Superintendent. Estimated cost: \$ 0 Explanation: With the installation of this facility it will allow the Harwich Water Department and the Town the ability to generate approximately \$60,000 per year split equally between the Water Department and the Town. Water revenues are to be used to pay for water department infrastructure repairs, as determined by the Board of Water Commissions. Town revenues are to be used for routine maintenance expenses. The Board of Water Commissioner will oversee all aspects of the lease for the next 20 years*

*FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. VOTE: YES-5, NO-0. 89 THIS IS A WAY TO HELP KEEP WATER RATES DOWN AND MAINTAIN THE TOWN'S WATER INFRASTRUCTURE.*

*MOTION: (Albert Patterson-Chairman, Finance Committee) I move to transfer the care, custody and control of the property described below from the Board of Selectmen or other board or officer currently having custody thereof for the purpose for which said property is currently held to the Board of Water Commissioners for the purposes for which it is currently held and to the Board of Selectmen for the purpose of leasing, and authorize the Board of Selectmen to lease a portion or portions of the property located at 196 Chatham Rd. shown on Assessors Map 33 as lot L3 and described in an instrument recorded with the Barnstable Registry of Deeds in Book 10319 Page 257, for telecommunications purposes, on such terms and conditions and for such consideration as the Board of Selectmen shall determine to be appropriate, such lease to be for a term of up to twenty (20) years, and grant such access and utility easements on said property as the Board of Selectmen deems appropriate to serve the telecommunications tower and other facilities installed pursuant to said lease, and further, if applicable, authorize the Board of Selectmen to submit a petition to the General Court seeking authorization for said transfer and lease.*

*Duly seconded*

*ACTION: This article required a 2/3 majority vote to pass, it was a unanimous vote, so declared."*

Thank You,

Daniel Pelletier  
Water Superintendent  
Harwich Water Department  
T (508) 432-0304 X.110  
C (774) 722-7963  
E [Dpelletier@Harwichwater.com](mailto:Dpelletier@Harwichwater.com)



196 Chatham Rd.  
Harwich, MA 02645

***Town of Harwich, Massachusetts***

**Request For Proposals**

**From**

**Personal Wireless Service Providers and Telecommunications  
Companies**

**For**

**Lease of Land to Install and Operate**

**a Wireless Service Tower and Communication Facilities**

***Proposals Due February 28, 2013, at noon (12:00 p.m.)***

*Town of Harwich, Massachusetts*  
**Request for Proposals**  
**Lease of Municipal Real Estate**  
**Wireless Communications Facilities**

The Town of Harwich (the "Town,"), acting by and through its Board of Selectmen, requests proposals from personal wireless services providers and/or telecommunications companies for the construction and operation of a telecommunications tower and related equipment on the Town-owned property located at 196 Chatham Road, Harwich, Massachusetts, for the provision of wireless telecommunications services. The area to be leased consists of [REDACTED] square foot ([REDACTED] s.f.), and the term of the lease is up to twenty (20) years. The Town-owned land is shown on Assessors Map 33 as Lots 3 and 5, and described in an instrument recorded with the Barnstable Registry of Deeds in Book 10319, Page 257.

Any lease to be entered into with the successful proposer shall be contingent on Town Meeting authorization.

The minimum base rent to be paid under the lease is **Thirty Thousand Dollars (\$30,000) a year, which shall increase each year by a minimum of three percent (3%)**. However, the Town encourages respondents to consider offering more than the minimum price, since the offered price is one of the comparative evaluation criteria. Tenant will be responsible for entering into sublease agreements with other personal wireless service providers. Tenant will charge market rates for the sublet space and will also pay at least twenty-five (25%) of the gross sublease revenue to the Town. Tenant shall be responsible for paying real estate and personal property taxes.

This Request for Proposals ("RFP,") and any lease awarded pursuant thereto are subject to G.L. c.30, §16, and the terms of said Section 16 shall control in the event of any conflict between such terms and the terms of this RFP.

Request for Proposals packages are available during normal business hours at the Harwich Water Department, 196 Chatham Street, Harwich, MA 02645, on the following days and times: Monday – Friday 8:30 a.m. – 4:30 p.m.

Pursuant to M.G.L. c. 30B, § 16, sealed proposals must be received no later than **Thursday, February 28, 2013 at 12:00 p.m. (noon)** at the Office of the Board of Selectmen, Harwich Town Hall, 732 Main Street, Harwich, MA 02645, at which time all proposals will be opened and publicly read.

All proposals will remain in effect for a period of one hundred twenty (120) calendar days from the deadline for submission, or until this RFP is cancelled, whichever occurs first.

The Town will award the lease, if at all, to the proposer whose proposal is deemed by the Town to be the most advantageous, taking into consideration the amount of the rent offered and the evaluation criteria stated in this RFP. The Town reserves the right to waive any informalities in the proposals, and to reject any and all proposals if it is deemed to be in the best interests of the Town to do so.

Proposals must be sealed in an envelope and submitted to the Office of Board of Selectmen, Harwich Town Hall, 732 Main Street, Harwich, MA 02645.

Proposers must clearly identify on the outside of the envelope (in which the proposal must be sealed) the following information: “RFP – Proposal for Telecommunications Lease of 196 Chatham Road,, along with the proposer’s name and address. Include one original and four (4) additional copies of the proposal in the sealed envelope.



*Town of Harwich, Massachusetts*  
**Request for Proposals**  
**Lease of Municipal Real Estate**  
**Wireless Communications Facilities**

**SECTION A. INTRODUCTION**

The Town of Harwich (the “Town,” or “Landlord,”) has issued this Request for Proposals (this “RFP,”) for the purpose of leasing a portion of the Town-owned land located at 196 Chatham Road, Harwich, Massachusetts, to a personal wireless services provider or telecommunications company for the construction of a multicarrier telecommunications tower and installation and operation of related personal wireless services equipment on such tower on such terms and conditions as the Board of Selectmen may determine. The area to be leased consists of [REDACTED] square foot ([REDACTED] s.f.), more or less, the approximate location of which is shown on the Site Plan attached hereto as Exhibit A and incorporated herein. Said lease shall be for a ten (10) year term with the possibility of extension for up to two (2) additional terms of five (5) years each, for a total possible term of twenty (20) years.

The wireless communications facilities to be operated consists of the following: the tower and supporting ground equipment, antenna arrays and related equipment, including, but not limited to radio transmitting and receiving antennas, transmission and utility wires, conduits, pipes and other facilities, equipment cabinets and/or shelters, conduits, wires, telephone facilities, ice bridges, foundations, fencing, and related facilities for the transmission and reception of communications signals (collectively, the “Facilities,”).

The successful proposer (also referred to as “Tenant,”) shall be fully responsible for obtaining all permits and complying with all applicable federal, state, and local regulations and codes, and for all costs of construction, operation and maintenance of the Facilities, including, without limitation, all applicable provisions of the Town of Harwich Zoning Bylaw.

**The minimum rent to be paid under the Lease is Thirty Thousand Dollars (\$30,000) a year, which shall increase each year by a minimum of three percent (3%).** However, the Town encourages respondents to consider offering more than the minimum price, since the offered price is one of the comparative evaluation criteria. Tenant will be responsible for entering into sublease agreements with other personal wireless service providers. Tenant will charge market rates for the sublet space and shall pay at least twenty-five (25%) of the gross sublease revenue to the Town. Tenant shall be responsible for paying real estate and personal property taxes.

**Town Meeting has not yet authorized the lease of the property.** The lease to be entered into with the successful proposer, if any, shall be signed by the parties after Town Meeting approves the same.

Proposals must be received no later than **Thursday, February 28, 2013 at 12:00 p.m. (noon)** at the Office of the Board of Selectmen, Harwich Town Hall, 732 Main Street, Harwich, MA 02645, at which time all proposals will be publicly opened.

Proposers must submit one original and four (4) additional copies of the proposal in the sealed envelope, plainly marked "RFP – Proposal for Telecommunications Lease of 196 Chatham Road,,," and addressed to the Board of Selectmen, Harwich Town Hall, 732 Main Street, Harwich, MA 02645.

The Town's objectives in offering this RFP are to: (a) develop the Premises for the provision of wireless communications in the Town as part of the Town's planning effort to regulate and control the placement, construction and modification of wireless facilities in the Town; (b) maximize revenue to the Town, (c) ensure that any wireless facilities constructed pursuant to this RFP are designed and constructed in accordance with good planning and design, with a minimum of visual, environmental and other impacts on nearby property owners and the public; and (d) to install on such tower equipment for use by Town fire, police, and public safety and interconnectivity between Town buildings.

This RFP will be awarded only to one Tenant, who will build the Facilities and make it available to subtenants who are FCC-licensed wireless service providers.

The Town will award the Lease to one responsive and responsible proposer. The successful proposer will have **thirty (30) days** from the time they receive notice from the Town of Harwich that its proposal has been accepted to execute the Lease. If the parties fail to execute the Lease **within thirty (30) days** of the notice to award, the parties may extend this period by mutual agreement or the Town may select the next most advantageous offer. The Lease shall be in substantially the form as attached hereto as Exhibit B, subject to final negotiation by the Town and approval by the Board of Selectmen and Town Counsel.

The Town of Harwich reserves the right to reject any or all proposals, waive any informalities in the proposal process, and to accept the proposal deemed to be in the best interest of the Town.

Proposers must meet all minimum evaluation criteria, must complete the enclosed proposal form and price summary form, and must include the requested documents. The Town has attempted in this RFP to be as accurate as possible, but is not responsible for any unintentional errors herein.

A summary of the timelines for certain events is as follows:

- Site Visit: Wednesday, February 13, 2013 at 10:00 a.m.
- Deadline by which Town must receive questions about the RFP: February 20, 2013, at 12:00 p.m. (noon)
- Deadline for Proposals: **Thursday, February 28, 2013 at 12:00 p.m. (noon)**

## **SECTION B. THE PROPERTY AND THE PREMISES**

The Town owns a parcel of land parcel of land located at 196 Chatham Road, Harwich, Massachusetts, which contains approximately 20.7 acres, is shown on Assessors Map 33 as Lots 3 and 5, and described in an instrument recorded with the Barnstable Registry of Deeds in Book 10319, Page 257 (the "Property,,). The portion of the Property to be leased contains \_\_\_\_\_ square feet ( \_\_\_\_\_ s.f.), more or less, and consists of the parcel shown as "Lease Area,, (the "Premises,,) on the sketch plan attached hereto as Exhibit A and incorporated herein (the "Plan,,). Final site plans and the precise location of the Premises shall be subject to approval of the Town.

The Town will grant Tenant the non-exclusive right to use a portion of the Property shown as "Access & Utility Easement,, (the "Access Way,,) on the Plan for access and utilities, and such reasonable easements in, on, under, upon and along said Access Way as may reasonably be required by electric, telephone and other utility companies for the purposes of servicing the Facilities and any other equipment installed on the Premises pursuant to the Lease, subject to Town Meeting authorization

Tenant shall use all reasonable efforts to minimize interference with the Town's use, maintenance, and operation of the remaining Property.

In addition to paying rent under the lease, the successful proposer shall be responsible for paying any real estate taxes accruing under the provisions of G.L. c. 59, §2B and personal property taxes.

**The Town makes no representations or warranties of any kind with respect to the Property, including the Premises, its adequacy to support the Facilities, or its appropriateness for the intended use.** Proposers will be permitted to inspect Town records relating to the Property and, with the prior written approval of the Town, which shall not be unreasonably withheld, may have access to the Property to make inspections, perform surveys and/or tests, at their own expense, and otherwise to assure themselves that the Property will be suitable for the intended use. The Town shall have the right to set reasonable conditions regarding the time, place and manner of such inspections, surveys or tests.

## **SECTION C. DESIGN REQUIREMENTS**

### **1. Compliance with Applicable Law and Regulations.**

The telecommunications tower and other Facilities, and all related installations, shall comply with all applicable federal, state and local laws, rules, regulations and bylaws, including, without limitation, the Town's Zoning Bylaws (the "Legal Requirements,,). All the Facilities, including the tower and the antennas, shall be designed and constructed so as to minimize the visual impact of height and mass of said tower. Materials utilized for the exterior structures shall be of a type, color, and style so as to minimize glare and blend into the environment. The tower shall not be artificially illuminated.

2. **Tower.**

Tenant shall construct a self supporting multicarrier telecommunications tower. Tenant shall design the tower to accommodate the antennas, cables and equipment for Tenant's use and for at least five (5) more personal wireless services providers. The entire design of the tower and the other Facilities, including the foundation and attachments, shall be stamped by a Massachusetts Registered Professional Engineer qualified to design Wireless Facilities, including steel antenna structures. Tenant shall obtain the Town's prior approval of the exact location of the tower and the other Facilities, not to be unreasonably withheld.

Tenant shall obtain all applicable federal, state, and local permits, approvals and licenses prior to installing any Facilities on the Premises, including, without limitation, the Zoning Bylaws, and any use variances, height variances, and other dimensional variances required under the Zoning Bylaws. The color and appearance of the tower and any antenna arrays and other equipment mounted thereon, shall comply with the requirements set forth in the Zoning Bylaws.

3. **Ground Space and Equipment Shelters.**

Tenant will be allowed to use the Premises exclusively for Tenant's equipment, except as set forth herein regarding the Town's use thereof. Tenant shall be permitted to erect an equipment shelters to house its equipment in compliance with the Legal Requirements. The placement of Tenant's equipment and/or shelter shall not interfere with the reasonable use of the tower or other facilities by the Town or with the Town's use of the remaining Property. Tenant shall obtain the Town's prior approval of the exact location of such cabinets and shelters, not to be unreasonably withheld.

4. **Personal Wireless Service Facilities Only.**

Apart from services and equipment of the Town that might occupy the Premises under the terms of the Lease, there shall be no services, equipment or storage at the Premises other than what is necessary to provide personal wireless services. The Premises shall be unmanned.

5. **Fencing and Landscaping.**

The Premises shall be fenced, screened, graded and landscaped in a manner that is screen the Premises from the surrounding area and shall comply with the requirements set forth in the Town's Bylaws. All cabinets, pads, equipment shelters and equipment shall be designed and/or screened from view to best integrate with the surroundings of the Facilities.

6. **Cable Routing.**

Cabling from the base station equipment to the tower shall be routed in a neat, workmanlike manner or by providing suitable visual screening of exposed cable runs, so as to not to contribute to clutter visible from outside the fenced enclosure. The exact design of the cable access to the tower will be subject to the approval of the Town in consultation with Tenant.

7. **Utility Needs.**

Electrical and telecommunications utilities of sufficient capacity to serve all uses anticipated on the Premises shall be installed by Tenant in a manner that avoids unnecessary interference to other activities on the Property and is reasonable in appearance, in the judgment of the Town.

8. **Signage.**

The size, type, quality, shape and placement of signs shall comply with the requirements set forth in the Town's Bylaws and shall be subject to approval by the Town. Nothing herein shall prohibit or restrict any Town signage on the Premises.

9. **Site Work.**

All site work shall be in compliance with all applicable Legal Requirements, including environmental requirements.

10. **Noise and Other Environmental Criteria.**

Any noise-generating equipment installed at the Premises shall incorporate technology that will achieve the quietest operation reasonably attainable.

11. **Permits and Requirements.**

The foregoing design requirements may be subject to modification pursuant to the permitting process, including any requirements imposed by the Zoning Bylaws and any other applicable laws, bylaws, rules, and regulations. All permits and approvals required for the construction and installation of the Facilities, including the tower, must be obtained no later than six (6) months from the date on which the Lease is signed by the parties.

12. **Municipal Equipment.**

The Town shall have the right to use the tower and the Premises to accommodate communication antennas and associated equipment for use by the police, fire and other departments of the Town if it so chooses, without charge (the "Municipal Equipment,"). Access for maintenance and upgrades or improvements to Municipal Equipment shall be provided at no cost to the Town for the term of the Lease. The location of Municipal Equipment shall be determined prior to construction and will be coordinated with the Police Chief, Fire Chief, and Director of Public Works. Tenant agrees to install the Municipal Equipment at the same time as it installs its own equipment on the tower. Except in the event of an emergency, the successful proposer must inform the Town in writing at least fourteen (14) days in advance of installing any new equipment. The successful proposer shall allow Town reasonable access to the telecommunications tower for inspection, maintenance, and repair of the Municipal Equipment.

## **SECTION D. PROPOSAL SUBMISSION REQUIREMENTS AND PROCESS**

### **1. Proposal Submission Checklist.**

A proposal submission checklist is provided at the end of this RFP as a convenience to proposers.

### **2. Proposal Award Fee.**

Within ten (10) days of receipt of written notification of its winning proposal, the successful proposer shall submit a non-refundable proposal award fee in the amount of Five Thousand Dollars (\$5,000) in the form of a company check or a certified check, treasurer's check or cashier's check issued by a responsible bank or trust company and payable to the Town of Harwich, in order to partially defray the costs incurred by the Town in the procurement process. The Proposal Award Fee shall not be in lieu of any cost, expense or fee due from the successful proposer under the Town's Bylaws, and shall not be credited to rent or any other amounts owed to the Town under the lease or returned to the proposer.

### **3. Town of Harwich's Contact Person.**

The initial contact person for all information or questions regarding this RFP, and the person to whom all questions regarding this RFP are to be submitted, is: Craig Wiegand, Superintendent, Harwich Water Department, at (508) 392-2223 (extension 110).

### **4. Addenda.**

It is intended, but not guaranteed, that addenda shall be mailed or otherwise provided by the Town to all parties to whom proposals have been issued. All proposers shall provide the Town with a mailing address to which addenda can be sent. All proposers are cautioned to verify the number of addenda which have been issued and to secure any needed copies from the Town. Furthermore, all proposers are strongly encouraged, prior to submitting a proposal, to ask the Board of Selectmen whether any addenda were issued. Failure to receive and obtain such addenda shall in no way relieve any proposer from compliance with the provisions of all addenda.

### **5. Site Visit.**

A site visit shall be held on Wednesday, February 13, 2013 at 10:00 a.m., and will be meeting at the Property.

### **6. Additional Site Visits.**

In addition to the site visit at the pre-proposal conference, prospective proposers may visit the site by making arrangements through Craig Wiegand, Superintendent, Harwich Water Department, at (508) 392-2223 (extension 110).

7. **Examination and Interpretation of Documents in Request For Proposals**

(a) Each proposer shall carefully examine the RFP documents in order to obtain a thorough understanding of their terms.

(b) The failure of any proposer to thoroughly examine the RFP documents or to visit and examine the Property shall in no way relieve the proposer of any obligation with respect to its proposal or any responsibility assigned to it under this RFP or the Lease.

(c) Statements as to conditions, including plans, measurements, dimensions, calculations, estimates, location of structures, and other matters, are provided solely to assist proposers. **The Town makes no representation or guaranty as to the accuracy of such information.** Each proposer must satisfy itself, by its own examination and research, regarding all conditions affecting its interests, and make its proposal in reliance thereon.

(d) Interpretation of the provisions of the RFP will be made by the Town upon request, provided the Town determines that such request is of sufficient importance as to warrant a response and provided that such request is received in sufficient time to reasonably respond to the inquiry. **Questions and requests for interpretation shall be in writing and received by the Town's contact person (see Section 3 above) no later than 12:00 p.m. (noon) on Wednesday, February 20, 2013.** The name, address, telephone number and fax number of the person requesting the information must be provided by the proposer. Answers to questions shall be provided in writing to all proposers. Only answers provided by the Town in writing may be relied upon by the proposers.

(e) Proposers are required to communicate all errors and discrepancies found in the RFP to the Town in writing prior to the submission of a proposal. Proposers shall bear the risk of all errors and/or discrepancies in the RFP that are obvious and/or of which they knew or should have known.

(f) If at the time of the deadline for submission, the Town offices are closed due to uncontrolled events such as fire, weather, or building evacuation, the proposal submission deadline will be postponed until 11:00 a.m. on the next normal business day that the Town offices are re-opened and, in such case, proposals will be accepted until such date and time.

(g) The Town reserves the right to seek additional information or revised proposals from proposers at any time prior to selection of a tenant through written notice to all proposers.

8. **Form and Submission of Proposals**

(a) The amount offered for rent must be specified in the Price Proposal Form enclosed herewith.

(b) All blank spaces provided on the proposal forms shall be filled in by type or ink and should be legible. Sums shall be expressed both in words and in figures. In case of any discrepancy between the two, the words shall govern.

(c) No interlineations, additions, alterations or erasures shall be made on the forms.

(d) All proposals shall be signed by a person authorized to submit the proposal and bind the proposer to the terms of the proposal; shall include the proposer's address, telephone number, and name and telephone numbers of the firm's contact person, technical consultant and project manager.

(e) All signatures must be in ink; typewritten names in lieu of signatures are not allowed.

(f) All proposers **must** complete and submit, as part of the proposal submission package, the following forms and information. Failure to submit this information may result in the disqualification of the proposal:

- i. Price Proposal Form (Form enclosed);
- ii. Statement of Non-Collusion and Tax Compliance Certificate (Form enclosed);
- iii. Certificate of Corporate Vote, if an entity (Form enclosed);
- iv. **Proposal information required pursuant to Section 8(g), below;**
- v. A copy of the proposer's most recent audited annual financial statement;
- vi. Evidence of the current Dun & Bradstreet (or equivalent) rating of the proposer;
- vii. A proposed schedule for permitting, construction timetable, and the date of commencement of operations; and
- viii. A list of three references, including contact name and telephone number. The Town may contact these references in determining whether the proposer is responsible.

The original proposal submission package (all required forms and information) and four (4) copies of the proposal package shall be provided to the Town in a sealed envelope marked on the outside as follows: "RFP – Proposal for Telecommunications Lease of 196 Chatham Road.,"

Proposer's Company Name: \_\_\_\_\_

Authorized Representative's Name: \_\_\_\_\_

Proposer's Address: \_\_\_\_\_

Proposer's Telephone No.: \_\_\_\_\_



- (g) All proposals **must** include the following information/documents:
- i. If applicable, demonstration satisfactory to the Town that the proposer is licensed to provide personal wireless services in Harwich, Massachusetts, such as a copy of a personal wireless service license in good standing.
  - ii. Demonstration satisfactory to the Town that the proposer is technically and operationally capable of executing its duties as Tenant and in performing in compliance with a wireless facility site lease; such demonstration shall consist of a list of the locations of all wireless communication facilities the proposer has installed on municipal or state property in Massachusetts over the past three years, and the name, address and telephone number of the owner of the site(s). If the proposer has not yet installed facilities in Massachusetts, it may provide information about comparable facilities installed in other states.
  - iii. Demonstration satisfactory to the Town that the proposer is financially capable of executing its duties as tenant and in performing in compliance with a wireless facility site lease; such demonstration shall consist of one or more of the following: corporate financial statements, evidence of timely lease payments for comparable facilities, and/or evidence of timely and complete payment for similar site development work.
  - iv. Plans, specifications, drawings, photographs, text descriptions and a complete list and description of all the equipment to be installed or placed on the Premises and the approximate location of the same. (Note: detailed specifications of proprietary equipment are not required).
  - v. Brief description and plan of ground structures, such as equipment sheds, equipment pads, cabinets, and other improvements required to operate the proposer's Facilities. Description shall include the minimum square footage of ground space required for the exclusive use of the proposer.
  - vi. Description of the noise levels that will be produced by the Facilities, including measurement data and/or manufacturer's noise specifications.
  - vii. Description of electrical utility power requirements and of the means to be employed to supply backup power to the proposer's Facilities.
  - viii. Description of the type and approximate quantities of hazardous material to be used or stored on the Premises in connection with the Facilities. An explanation of the use and feasibility of alternatives to the materials described must be included. Submit a Material Safety Data Sheet (MSDS) for each hazardous material.
  - ix. List of waivers or permits that the proposer feels will be necessary in accordance with the Town's Bylaws and all applicable federal, state, and local laws, rules, and regulations.

- x. Proposers must comply with the Town's Bylaws and all Town rules and regulations, and apply for the necessary special permits, variances or waivers within sixty (60) days of award of the Lease. If a proposer foresees problems with this process, such problems should be noted.
- xi. Such other information as is required in the proposal form and/or that the proposer believes to be relevant to its proposal or helpful to the Town's understanding of the proposal.

9. **Minimum Price Proposal Amount and other Revenue.**

The **minimum** proposal for the successful proposer to lease the Premises is **Thirty Thousand Dollars (\$30,000) a year**. However, the Town encourages respondents to consider offering more than the minimum price, since the offered price is one of the Comparative Evaluation Criteria. The rent shall increase each year by a **minimum** of three percent (3%). **In addition, the proposer must pay the Town at least twenty-five percent (25%) of all subtenant revenue received by the proposer.** Rent does not include real estate or personal property taxes; Tenant shall be responsible for paying any and all applicable real estate, personal property, or other taxes, betterments, and charges. All subtenant leases shall be executed by Tenant at or above market rates. Tenant shall provide copies of all subleases to the Town within ten (10) days of entering into the same. A failure to provide such subleases shall be a default under the Lease.

10. **Modification or Withdrawal of Proposals.**

Modification or withdrawal of a proposal will be permitted provided that clear and readily understandable written instructions for the same are received by the Town **no later than Thursday, February 28, 2013 at 10:00 a.m.**

11. **Deadline for Proposals.**

Proposals are due at the following address, no later than **Thursday, February 28, 2013 at 12:00 p.m. (noon)** at the Office of the Board of Selectmen, Harwich Town Hall, 732 Main Street, Harwich, MA 02645, at which time all proposals will be publicly opened.

12. **Town Meeting Authorization.**

Any lease entered into with the successful proposer pursuant to this RFP shall be subject to Town Meeting authorization.

13. **Lease.**

The Town will award the Lease to one responsive and responsible proposer. The successful proposer will have **thirty (30) days** from the time they receive notice from the Town of Harwich that its proposal has been accepted to execute the Lease. If the parties fail to execute

the Lease within **thirty (30) days** of the notice to award, the parties may extend this period by mutual agreement or the Town may select the next most advantageous offer.

The Lease shall contain terms **substantially similar** to the Lease attached hereto as Exhibit B and incorporated herein (the "Lease,"), **including the terms set forth below**, subject to final negotiation by the Town (the "Landlord,") and approval by the Board of Selectmen and Town Counsel. The Lease shall take effect when the Lease has been authorized by Town Meeting and signed by all the parties.

(a) **Condition of Premises.** The Premises are delivered to Tenant, and Tenant accepts the Property, including the Premises and the Access Way, in its present condition, "AS IS," it being agreed that Landlord has made no representations or warranties of any kind with respect thereto, and that Landlord shall have no obligation to maintain, do any work on, or make any improvements to or provide utilities to the Property, including the Premises, unless such maintenance and/or improvement work is required as a result of Landlord's negligence and/or willful misconduct.

(b) **Utilities.** Tenant shall be solely responsible for bringing onto the Premises, providing, and paying for all electrical and other utilities of sufficient capacity to serve Tenant's use of the Premises, which shall be installed in accordance with the reasonable requirements of Landlord and in a manner that avoids unnecessary interference to other activities on the Property and is reasonable in appearance, in Landlord's reasonable judgment.

(c) **Installation of Town's Equipment.** Landlord reserves the right to collocate on the Tower solely for use in connection with police, fire, rescue, emergency broadcasting systems and other municipal purposes (including cabinets, structures, cables and other facilities for the transmission and reception of communications signals, the "Municipal Antennas and Equipment,"), and the right to install, maintain, repair, replace and upgrade the Municipal Antennas and Equipment. Tenant agrees to install the Municipal Antennas and Equipment on the Tower and/or the Premises at Tenant's sole cost and that Landlord shall be entitled to utilize the Tower and/or the Premises without paying a fee. Landlord shall not assign or sub-license any of its rights hereunder and shall not use the Municipal Antennas and Equipment for non-public purposes; nor charge a fee for the use thereof. After installation, all associated maintenance and repairs to the Municipal Antennas and Equipment and cabling and any obligation to maintain or comply with any approvals, permits or licenses shall be the responsibility of Landlord. Tenant shall provide Landlord reasonable access to the Premises, including the Tower, to perform such maintenance and repairs, provided that Landlord does not unreasonably interfere with Tenant's use of the Premises or the operation of the Communications Facility. Landlord and Tenant agree that the Landlord's rights to Tower space hereunder shall terminate upon the termination of this Lease. Upon such termination, Landlord shall at its expense promptly remove the Municipal Antennas and Equipment and associated cables in a good and workmanlike manner.

(d) **Initial Term.** The term of this Lease shall commence on date this Lease is executed by the parties (the "Commencement Date,"), and terminate ten (10) years from the Commencement Date (the "Initial Term,"). The term "Lease Year," means a period of twelve (12) months, commencing on the Commencement Date or the annual anniversary date thereof.

(e) Extensions. Tenant shall have the right to extend this Lease for two (2) additional and successive five (5) year terms (each an "Extension Term,"), for a total maximum term of twenty (20) years, upon the same terms and conditions and at the then-current Rent (with the annual escalations as provided below), provided Tenant gives written notice thereof to Landlord at least six (6) months prior to the termination of the then-current term and Tenant is not then in default under this Lease beyond any applicable cure period. The Initial Term and the Extension Terms, if any, are collectively referred to as the "Term,". The Term of this Lease may be terminated earlier, as provided in this Lease.

(f) Rent Commencement Date. Tenant's obligation to pay Rent shall commence on the earlier of: (i) the date on which Tenant obtains a building permit for the Communication Facility on the Premises, (ii) six (6) months from the Commencement Date, or (iii) if any required Governmental Approvals are appealed by a third party, nine (9) months from the Commencement Date (the "Rent Commencement Date,"). All other terms of this Lease shall take effect on the Commencement Date. Landlord and Tenant agree to execute an amendment to the Lease to memorialize the Rent Commencement Date.

(g) Base Rent. Starting on the Rent Commencement Date, Tenant shall pay Landlord rent in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) a year, to be paid in equal installments of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) per month, during the Term of this Lease (as adjusted annually below, the "Base Rent,"). If the Rent Commencement Date shall be on any day other than the first day of a calendar month, the Base Rent and other charges for such month shall be pro rated on a per diem basis. The Base Rent shall increase automatically each Lease Year during the Term of this Lease, on each anniversary of the Rent Commencement Date, by \_\_\_\_\_ percent (\_\_\_\_%).

(h) Sublease Rent. In addition to Base Rent, Tenant shall, commencing on the Rent Commencement Date, pay Landlord \_\_\_\_\_ percent (\_\_\_\_%) of the gross revenues (the "Sublease Rent,") Tenant receives from subleasing or licensing any space on the Tower or the Premises to others. Sublease Rent shall be paid to Landlord in the same manner and on the same date as the Base Rent is due. If Tenant fails to pay the Sublease Rent, Landlord may exercise any and all rights and remedies available to Landlord for nonpayment of Base Rent.

(i) Additional Rent. From the Commencement Date and throughout the Term of this Lease, Tenant agrees to reimburse Landlord, as "Additional Rent," for any documented increase in real estate taxes, levies, betterments or assessments, fees or charges that are assessed or chargeable during the Term of this Lease in relation to the Communication Facility or Tenant's use thereof or the Premises. Landlord agrees to provide Tenant any documentation evidencing the increase and how such increase is attributable to Tenant's use. Tenant shall pay any personal property taxes assessed on, or any portion of such taxes attributable to, the Communication Facility. The Base Rent, the Sublease Rent, the Additional Rent, and all other sums to be paid to Landlord hereunder are referred to, collectively, as the "Rent,".

(j) Inspections, Tests. Landlord agrees that Tenant's ability to use the Premises is contingent upon its suitability for Tenant's intended use. Tenant shall have a period of sixty (60) days from the Commencement Date (the "Due Diligence Period,") to conduct any title research on the Property and to enter the Premises for the purpose of making necessary inspections, taking measurements and conducting engineering surveys other reasonably necessary tests (the "Tests,").

to determine the suitability of the Premises for the Communication Facility (the "Due Diligence,"). Notwithstanding the foregoing, Tenant shall not conduct any subsurface tests until a Phase I Assessment concludes that a recognized environmental condition (as such term is defined in ASTM Standard E1527-05) exists and/or recommends a so-called Phase II Site Assessment be conducted for the Premises; provided that, in each case, Tenant shall submit a written scope of work to Landlord detailing the work to be done and the portion of the Premises to be affected by such work and containing such other matters as Landlord shall reasonably request. Tenant shall not conduct such subsurface inspections or investigations until Landlord has approved such scope of work, which approval shall not be unreasonably withheld. During any Due Diligence activities or pre-construction work, Tenant shall have insurance which covers such activities as set forth in Section 11, Insurance, and provide Landlord with copies of such insurance prior to entering the Premises. Tenant will notify Landlord of any Tests in writing at least forty-eight (48) hours prior to performing the same, and will coordinate the scheduling of such activities with Landlord. If in the course of its Due Diligence Tenant determines that the Premises are unsuitable for Tenant's contemplated use, Tenant shall have the right to terminate this Lease prior to the expiration of the Due Diligence Period by delivery of written notice thereof to Landlord, without the payment of a Termination Fee. Tenant will defend, indemnify, and hold harmless Landlord against all costs (including reasonable attorneys' fees), claims, damages and liabilities arising as a result of the negligence or willful misconduct of Tenant or its agents, employees, representatives, contractors or invitees, or from Tenant's exercise of the rights granted herein. If Tenant fails to object to the title to or condition of the Premises by the expiration of the Due Diligence Period, Tenant shall thereafter have no right to terminate the Lease for the condition of the Premise or the title to the Property as the same exist as of the expiration of the Due Diligence Period.

(k) Governmental Approvals. (i) Landlord agrees that Tenant's ability to use the Premises is contingent upon Tenant's ability to obtain all governmental licenses, permits, approvals or other relief required of or deemed necessary by Tenant for its use of the Premises, including without limitation applications for zoning relief, and construction permits (collectively referred to as "Governmental Approvals,"). Landlord authorizes Tenant to prepare, execute and file all required applications to obtain Governmental Approvals for Tenant's use under this Lease and agrees to reasonably assist Tenant with such applications at Tenant's sole cost and expense, except with respect to local permits and/or approvals where Landlord's assistance may constitute a conflict of interest.

(ii) Tenant shall use good faith and diligent efforts to obtain, at its sole cost and expense, such Governmental Approvals within four (4) months from the Commencement Date (the "Permit Period,"). The Permit Period shall be extended if any required land use Governmental Approval is appealed by a third party, provided that Tenant uses diligent efforts to resolve the same within nine (9) months from the Commencement Date (the "Extended Permit Period,"). If, despite using good faith and diligent efforts, Tenant fails to (a) obtain any required Governmental Approval within the Permit Period or (b) resolve an appeal of a required land use Governmental Approval within the Extended Diligence Period, Tenant may terminate this Lease without the payment of any Termination Fee, by giving Landlord written notice thereof prior to the expiration of the Permit Period or the Extended Permit Period, as the case may be.

(iii) Landlord shall have the right to terminate this Lease if Tenant fails to use good faith and diligent efforts to obtain any of the required Governmental Approvals or to resolve any appeal made thereof by a third party by the expiration of the Extended Permit Period. If Landlord elects to terminate this Lease under the provisions of this Section, Landlord shall give Tenant written notice thereof, and this Lease shall terminate sixty (60) days from the date of said notice, unless Tenant obtains the required Governmental Permits or resolves any appeal within said sixty (60)-day period (in which case Landlord's notice of termination shall be null and void).

(l) Removal Bond. Before Tenant commences any work on the Premises (other than the Tests conducted during the Due Diligence Period), Tenant shall provide Landlord with a bond in the amount of Twenty-Five Thousand Dollars (\$25,000.00) in favor of Landlord from a bond company authorized to issue such bonds in the Commonwealth of Massachusetts and reasonably satisfactory to Landlord (the "Removal Bond,"), to secure the removal of the Communication Facility at the expiration or earlier termination of this Lease. The Removal Bond shall be maintained during the Term of this Lease, and the amount of said bond shall be recalculated by Tenant at least every five (5) years and adjusted accordingly based upon the costs of removal of the Communications Facility. Tenant shall provide such calculations to Landlord for its review. The Removal Bond shall not be cancelled, materially changed, or reduced without first giving written notice to Landlord and Tenant at least thirty (30) days in advance and obtaining Landlord's prior written consent.

(m) Construction Bonds. Before Tenant commences any work on the Premises (other than the Tests conducted under Section 5.1), Tenant shall require any contractor hired to construct the Communication Facility to furnish both a performance bond and a payment bond naming the Tenant and Landlord as co-obligees (collectively, the "Contractor Bonds,"). The penal sum of the performance bond shall be the amount of the construction contract. The penal sum of the payment bond shall be one-half (½) the amount of the construction contract. The Contractor Bonds shall be written by a company authorized to issue such bonds in the Commonwealth of Massachusetts and reasonably satisfactory to Landlord. The Contractor Bonds shall not be cancelled, materially changed, or reduced without first giving written notice to Landlord and Tenant at least thirty (30) days in advance and obtaining both Tenant's and Landlord's consent. If Tenant intends to construct the Communications Facility itself, it shall provide the Contractor Bonds to Landlord.

(n) Termination for Default. (i) Landlord and Tenant shall each have the right to terminate this Lease in the event that the other fails to cure a default within the cure period set forth in this Lease. If this Lease is terminated because of Tenant's default, Tenant shall pay Landlord a termination fee in an amount equal to twelve (12) months of Rent at the then-current Rent rate (the "Termination Fee,").

(ii) In addition, this Lease may be terminated by Tenant as follows: (i) upon ninety (90) days written notice, if Tenant is unable to obtain, or maintain, any required Governmental Approval necessary for the construction or operation of the Communication Facilities as now and hereafter intended by Tenant or if Tenant determines in its sole discretion that the cost of obtaining or retaining Governmental Approval is commercially unreasonable, so long as Tenant pays Landlord the Termination Fee; said Termination Fee shall not be applicable in the event

that a Governmental Approval necessary for the construction or operation of the Communication Facility is revoked without fault of Tenant by any agency, board, court or other governmental authority; (ii) upon ninety (90) days written notice for any reason other than (i) above, so long as Tenant pays Landlord the Termination Fee (except that no such Termination Fee shall be due if Tenant terminates this Lease because of casualty or condemnation, as set forth more particularly in the Lease).

(o) Hazardous Materials Indemnity. Tenant agrees to defend, indemnify, and hold harmless and Landlord from and to assume all duties, responsibilities, and liabilities at its sole cost and expense, for all duties, responsibilities and liability (for payment of penalties, sanctions, forfeitures, losses, costs, or damages, including attorneys' fees) and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding arising out of or related to the failure of Tenant or any of the other Tenant Parties (defined in Section 10.1) to comply with any of the Environmental Laws, including without limitation, any regulations, guidelines, standards or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental conditions or matters as may now or hereafter be in effect. The indemnification of this Section specifically includes all costs, expenses and fees incurred in connection with any investigation of the condition of the Premises or the Property, as applicable, or any clean-up, remedial, removal or restoration work required by any governmental authority. Tenant shall not be obligated to indemnify Landlord for environmental conditions existing on the Premises prior to the Commencement Date unless caused or exacerbated by any of the Tenant Parties or for any Hazardous Materials present on the Premises because of the negligence of Landlord.

(p) Tenant Indemnity. In addition to Tenant's obligations under Section (o), Tenant shall indemnify, hold harmless, release and defend Landlord, and its officers, agents, and employees against and from all claims, expenses, or liabilities (a) arising directly or indirectly from the failure of Tenant to comply with the terms of this Lease or with any applicable laws, codes, bylaws, rules, orders, regulations, or lawful direction now or hereafter in force of any public authority; and (b) to the extent caused by the act, omission, or negligence on the part of Tenant, any of its subtenants, or Tenant's or subtenant's agents, employees, contractors, invitees or anyone else claiming by, through or under Tenant and/or subtenant (collectively with Tenant, the "Tenant Parties,"). However, in no event shall Tenant be obligated to indemnify Landlord to the extent such claim, expense, or liability results directly from the negligence or willful misconduct of Landlord or its agents, employees, or contractors. Any obligations of Tenant under this Lease shall be binding on all the other Tenant Parties, and Tenant shall be responsible for such other Tenant Parties.

(q) Release. To the maximum extent permissible by law, Tenant agrees to use and occupy the Premises at Tenant's own risk, and Landlord shall have no responsibility or liability for any loss or damage to the personal property of Tenant or any of the Tenant Parties unless caused by the negligence or willful misconduct of Landlord or its officers, agents, or employees.

(r) Required Insurance. Tenant and any subtenant shall carry during the Term, at its own cost and expense, the following insurance: (i) Commercial general liability with a minimum coverage amount of One Million Dollars (\$1,000,000) per occurrence and Three Million and no/100 Dollars (\$3,000,000) aggregate limit. The policy shall include blanket contractual liability insurance for all written contracts, and shall include coverage for products and

completed operations liability and independent contractor's liability, coverage for property damage from perils of explosion, collapse or damage to underground utilities, commonly known as XCU coverage; (ii) All-risk property damage insurance for replacement of the Communication Facility and Tenant's property. Said insurance shall include coverage for all natural disasters, including earthquakes, hurricanes, tornadoes, and floods; (iii) Automobile liability insurance for owned automobiles and trucks, non-owned automobiles and trucks, and/or rented automobiles and trucks, in the amount of One Million and no/100 Dollars (\$1,000,000) for bodily injury and consequent death per occurrence, and Five Hundred Thousand Dollars (\$500,000) for property damage per occurrence, or One Million Dollars (\$1,000,000) combined single limit; (iv) Workers Compensation in the minimum amount of the statutory limit; and (v) Umbrella liability in the minimum amount of Two Million Dollars (\$2,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate over all other insurance required by this Lease.

(s) General Insurance Requirements. The following conditions shall apply to the insurance policies required herein: (i) All insurance shall commence no later than the Commencement Date. Tenant shall provide Landlord with copies of the insurance policies, meeting the requirements set forth herein, and naming Landlord as an additional insured; (ii) All insurance of Tenant shall be primary with respect to any insurance maintained by Landlord with respect to claims resulting from the Tenant's negligence and shall not call on Landlord's insurance for contributions; (iii) All insurance shall be issued through valid and enforceable policies issued by insurers authorized to transact insurance business in the Commonwealth of Massachusetts and having an A or better financial rating from a recognized insurance accreditation institution (such as A.M. Best Company); (iv) The coverage amounts set forth above may be met by a combination of underlying and umbrella policies so long as the limits in combination equal or exceed those required herein; (v) All insurance policies and certificates shall include a provision requiring thirty (30) day's written notice to Landlord of cancellation or reduction. On each anniversary of the Commencement Date, and at Landlord's reasonable request, Tenant shall provide Landlord with a certificate evidencing the coverages required hereunder; (vi) Tenant's failure to obtain, procure or maintain the required insurance shall constitute a material breach of this Lease under which Landlord may in its sole discretion take immediate and unilateral action to suspend the rights of Tenant to operate pursuant to this Lease until said breach is corrected and/or to exercise such other rights and remedies available to Landlord; (vii) Tenant's obligation to hold harmless and indemnify Landlord shall not be limited by the requirement for, or existence of, insurance coverage; and (ix) Landlord shall have the right to require Tenant to increase such limits when, during the term of this Lease, minimum limits of liability insurance commonly and customarily carried on properties comparable to the Premises by responsible owners or tenants are more or less generally increased, it being the intention of this sentence to require Tenant to take account of inflation in establishing minimum limits of liability insurance maintained from time to time on the Premises.

(t) Assignment. Tenant may assign or transfer this Lease to any entity which is licensed by the FCC to operate a wireless communications business and the Communication Facility and (i) is a parent, subsidiary or affiliate of Tenant; (ii) controls or is controlled by or under common control with Tenant; (iii) is merged or consolidated with Tenant; or (iv) acquires more than fifty percent (50%) of an ownership interest in Tenant or the assets of Tenant in the area in which the Property is located, provided that notification is submitted to Landlord within sixty (60) days of said assignment or transfer and the assignee, at the Town's request, enters into



an Assignment and Assumption Agreement agreeing to assume Tenant's obligations under this Lease. Tenant shall not otherwise assign this Lease without Landlord's written consent, which may be withheld in Landlord's sole discretion.

(u) **Sublease.** Tenant may, without Landlord's consent, sublet or license a portion or portions of the Premises for collocation by FCC-licensed wireless communication carriers and similar entities at market-based rents and fees, provided that Tenant pays Landlord the Sublease Rent as provided above and that such subtenant or licensee shall be bound to comply with the terms of this Lease. Tenant shall provide Landlord with a copy of all subleases and licenses and any amendments thereto for space at the Premises within ten (10) days of entering into any sublease, license or amendment. Any subtenant of Tenant shall not have the right to further sublease or license their space to another entity or person. Tenant's failure to pay Landlord the Sublease Rent or to provide a copy of any such sublease, license or amendment thereto shall constitute a material default under this Lease. In the event that Tenant does not have a master agreement with the subtenant that sets forth the required rents for a sublease between the parties, the subtenants rent amount and rent escalator shall be the same as the rent amount and rent escalator then owed by Tenant to Landlord pursuant to the terms of this Lease.

14. **Proposals Binding and in Full Force and Effect.**

All proposals shall remain open and available for acceptance by the Town for a period of one hundred twenty (120) calendar days from the deadline for submission, or until this RFP is cancelled, whichever occurs first.

**SECTION E. EVALUATION OF PROPOSALS**

Proposals will be evaluated based upon Minimum and Comparative Criteria. The Town will offer to lease the property to the proposer who submits the most advantageous proposal based on consideration of specified Minimum and Comparative Criteria.

**Minimum Criteria:** Each proposal must meet all of the following criteria in order to be considered for further evaluation:

- Proposer must submit all required forms properly filled out and executed;
- Proposer must submit all required explanations and documentation; and
- Proposer must meet all the minimum terms of the Lease, as set forth below.

**Comparative Criteria:** those proposals meeting the Minimum Criteria shall be evaluated based on the following comparative criteria:

1. **Total Annual Fee Income During the Lease Term.**
2. **Financial Strength and Credit Worthiness.**

A Highly Advantageous rating will be given to a proposer who has more than sufficient assets to enter into the Lease and make payments for the total annual lease value set forth in the proposal. In particular, this highest rating will be reserved for proposers whose Dun and

Bradstreet (or equivalent) classification for financial strength is “3A,, or better, with a composite credit appraisal of 1.

An Advantageous rating will be given to a proposer who has sufficient assets to enter into the Lease, as shown by its Dun and Bradstreet (or equivalent) classification for financial strength of “1A,, or above, with a composite credit rating of at least 2. Ratings of parent or sister companies who have only limited liability for the proposer shall not be considered.

An Unacceptable rating will be given to a proposer who does not have sufficient assets to enter into the Lease, as shown by its Dun and Bradstreet (or equivalent) classification for financial strength of lower than 1A.

### **3. Technical Expertise and Capabilities Documentation of Need.**

A Highly Advantageous rating will be given to a proposer who has significant technical expertise and capabilities for the operation and maintenance of wireless communications towers, antennas, and other facilities. In particular, this highest rating will be reserved for proposers whose experience, professional licenses and accreditations, and professional references demonstrate that the proposer is capable of developing a specialized approach to the operation and maintenance of the wireless communication tower, antennas and communications equipment in a manner that is suitable for the Lease. To obtain this rating, the proposer must also provide detailed documentation of the need for such Facilities to be located at this site.

An Advantageous rating will be given to a proposer who has some technical expertise and capabilities for the operation and maintenance described above, and who provides adequate documentation of need in the Town of Harwich for these Facilities.

An Unacceptable rating will be given to a proposer who has no specific technical expertise or capabilities for operation and maintenance described above and who does not adequately describe the need for such Facilities to be located in the Town of Harwich.

### **4. Experience with Similar Projects.**

A Highly advantageous rating will be given to a proposer who has significant experience in the development and operation of Facilities that are similar in nature, size, and scope, including installation of antennas. In particular, this highest rating will be reserved for proposers who have significant experience in dealing with municipalities and leasing of public land, who have developed sites in Massachusetts, and who have experience using design methods and techniques to minimize visual impacts of the proposed equipment.

An Advantageous rating will be given to a proposer who has experience in the development and operation of similar projects.

An Unacceptable rating will be given to a proposer who does not have experience in the development and operation of telecommunications projects.

**5. Most Aesthetically Appropriate Use of the Property.**

A Highly Advantageous rating will be given to a proposer whose proposed plans for the Premises involve the most aesthetically appropriate use of the site by minimizing the visual and environmental impacts of the proposed Facilities, consistent with the requirements of the Town of Harwich's Bylaws. Design measures taken to minimize the visual impact of the equipment will contribute to a Highly Advantageous rating. The successful proposer shall be responsible for determining compliance with applicable Zoning Bylaws.

An Advantageous rating will be given to a proposer whose proposed plans for the Premises comply with the requirements of the Town's Zoning Bylaw relative to such installations, and who uses standard installation techniques, with only modest efforts in the area of mitigating visual impacts and protecting the environment.

An Unacceptable rating will be given to a proposer whose proposed plans for the Premises are not for wireless communication purposes or otherwise do not comply with the Town's Zoning Bylaw and the provisions of this RFP.

**PROPOSAL SUBMISSION CHECKLIST**

- Price Proposal Form (Form enclosed);
- Statement of Non-Collusion and Tax Compliance Certificate (Form enclosed);
- Certificate of Authority, if an entity (Form enclosed);
- Proposal information required pursuant to Section D.8(g), above;
- A copy of the proposer's most recent audited annual financial statement;
- Evidence of the current Dun & Bradstreet (or equivalent) rating of the proposer itself;
- A proposed schedule for permitting, construction timetable, and the date of commencement of operations; and
- A list of three references, including contact name and telephone number. The Town may contact these references in determining whether the proposer is responsible.

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*Town of Harwich, Massachusetts*

**Request for Proposals**

**Lease of Municipal Real Estate**

**LEASE PRICE SUMMARY FORM**

The Undersigned hereby declares that the Proposer has carefully examined the "Request For Proposals From Personal Wireless Service Providers and Telecommunications Companies for Lease of Land to Install and Operate a Wireless Service Tower Communications Facilities,, issued by the Town of Harwich.

The Undersigned hereby makes a **proposal** (to which said Proposer agrees to be legally bound in accordance with the terms and conditions of the RFP) of the following **annual rent** (subject to the annual rent increase of at least three percent (3%) per year):

	Dollar amount: Words	Dollar Amount: Numerals
Proposer's Annual Rent (first year)		

Annual Increase: \_\_\_\_\_ percent (\_\_\_\_ %)

Name of Proposer: (Company Name): \_\_\_\_\_

Signature of Person Signing Proposal: \_\_\_\_\_

Title of Person Signing Proposal: \_\_\_\_\_

Business Address of Proposer: \_\_\_\_\_

Telephone No. of Proposer: \_\_\_\_\_

*Town of Harwich, Massachusetts*

**Request for Proposals**

**Lease of Municipal Real Estate**

**TAX COMPLIANCE AND NON-COLLUSION STATEMENTS**

Any person or corporation that fails to date, sign with original signature, and submit the following statements shall not be awarded this contract.

**Certificate of Non-Collusion**

The undersigned certified under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization entity, or group of individuals.

\_\_\_\_\_  
Name of Person Signing Proposal

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date

**Statement of Tax Compliance**

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

\_\_\_\_\_  
Countersignature of Individual or  
Corporate Name (mandatory)

\_\_\_\_\_  
By: Corporate Officer (mandatory)

\_\_\_\_\_  
Federal Identification No.

\_\_\_\_\_  
Date

**(Note: This form must be included in the proposal submission)**

*Town of Harwich, Massachusetts*

**Request for Proposals**

**Lease of Municipal Real Estate**

**Disclosure of Beneficial Interests in Real Property Transaction**

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by M.G.L. c. 7, § 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: Town of Harwich  
(Name of jurisdiction)
  
2. Complete legal description of the property:
  
3. Type of Transaction: Sale \_\_\_\_\_; Lease \_\_\_\_\_
  
4. Seller(s)/Lessor:  
  
Purchaser(s)/Lessee:
  
4. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. Note: *If a corporation has, or will have a direct, or indirect beneficial interest in the real property, the names of all stock holders must also be listed except that, if the stock of the corporation is for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need **not** be disclosed.*

Name

Address

_____	_____
_____	_____
_____	_____
_____	_____

5. (Continued)

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts or is an employee of the Division of Capital Asset Management and Maintenance, except as noted below:

Title or position

_____	_____
_____	_____

5. This section must be signed by the individuals (s) or organization (s) entering into this real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset Management and Maintenance within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**(Note: This form must be included in the proposal submission)**

*Town of Harwich, Massachusetts*

**Request for Proposals**

**Lease of Municipal Real Estate**

CERTIFICATE OF AUTHORITY

Give full names and residences of all persons and parties interested in the foregoing proposal:

(Notice: Give first and last name in full; in case of Corporation give names of President, Treasurer and Manager; and in case of Firms give names of the individual members.)

NAMES	ADDRESSES	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Kindly furnish the following information regarding the Proposer:

**(1) If a Proprietorship**

Name of Owner: \_\_\_\_\_

ADDRESS                      ZIP CODE                      TEL. # \_\_\_\_\_

Business: \_\_\_\_\_

Home: \_\_\_\_\_

**(2) If a Partnership**

Full names and address of all partners:

NAMES	ADDRESSES	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____



\_\_\_\_\_  
BUSINESS ADDRESS                      ZIP CODE                      TEL. # \_\_\_\_\_  
\_\_\_\_\_

**(3) If a Corporation**

Full Legal Name:  
\_\_\_\_\_

State of Incorporation:  
\_\_\_\_\_

Principal Place of Business:                      ZIP \_\_\_\_\_

Qualified in Massachusetts:                      Yes \_\_\_\_\_                      No \_\_\_\_\_

Place of Business in Massachusetts:                      ZIP CODE                      TEL. # \_\_\_\_\_

**(4) If a Trustee**

Full Legal Name of Trust:  
\_\_\_\_\_

Recording Information on Declaration of Trust:  
\_\_\_\_\_

Authorized Signature of Proponent: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**(Note: This form must be included in the proposal submission)**



*Power of culture*

# Cultural Compact

## SHARED VISION

**Whereas** cities and towns and the Commonwealth recognize the power of culture to make communities better places for people to live, work, and thrive; and

**Whereas** cities and towns and the Commonwealth must work together to harness the power of culture in communities to:

- Drive growth and opportunity through a thriving creative economy
- Build relationships across ethnic, racial, socioeconomic, and generational lines
- Cultivate residents who are creative, productive, and independent-minded
- Lift the human spirit; and

**Whereas** cities and towns and the Commonwealth share the core value of inclusiveness and are committed to make the power of culture accessible to everyone, whether as creator, participant, or audience,

The Town of Harwich, the Mass Cultural Council, the [Local Cultural Council], and the [Cultural District] enter into this Cultural Compact.

## SHARED VALUES

To promote the shared vision of the Cultural Compact, each partner commits to the following partnership principles:

**Leadership:** The partners commit to shared leadership, trusting in each entity's ability to lead effectively, and designating lead participants who are recognized and empowered by their own organizations to make decisions, build consensus, and resolve conflicts.

**Communication:** The partners will make clear and open communication an ongoing priority, will establish a common understanding of each other's organizational framework, culture, values, and approach, and will decide together how and when to communicate and what information will be shared: within the partnership, from the partnership to the community, and from the community to the partnership.

**Transparency:** The partners will develop a shared and transparent decision-making process, execute decisions as agreed, and share information, agendas, and actions that inform decision-making with each other and the community in an open and timely fashion.

**Accountability:** The partners will establish and document each partner's roles and responsibilities, respect agreed upon deadlines, time commitments, and processes, and identify a process for resolving conflict and reaching consensus.

**Engagement:** The partners have equal influence and power within the partnership, will engage community stakeholders in the partnership to reflect the diversity of the community, will establish fair compensations guidelines involving artists and other stakeholders, and will foster an atmosphere of learning which reinforces an open mindset where partners can reflect honestly, celebrate successes, and learn together.

## PARTNER COMMITMENTS

### **Mass Cultural Council will:**

- Fiscal year 2017 investment into Harwich was \$20,700
- Support of the Local Cultural Council Program
- Provide an online cultural job bank – [www.HireCulture.org](http://www.HireCulture.org)
- Provide an online space to post and find artist opportunities
- Provide online tools to post/find space - [www.SpaceFinderMass.org](http://www.SpaceFinderMass.org) & Creative Space Classifieds
- Provide technical assistance through webinars, podcasts, meetings, trainings, workshops
- Provide customized staff consultation
- Provide online toolkits such as: Guide to Developing Artist Space, Cultural Tourism 101, Organizational Capacity Measurement Tool, Municipal Guide to Local Cultural Councils, and Youth Arts Evaluation

<b>Mass Cultural Council shall</b>	<b>[Local Cultural Council] [Cultural District] shall</b>	<b>[City/Town of Name] shall</b>
Designate [First Last] as lead participant	Designate [First Last] and [First Last] as lead participants	Designate [First Last] as lead participant
Take part in joint, in-person signing of Cultural Compact	Take part in joint, in-person signing of Cultural Compact	Take part in joint, in-person signing of Cultural Compact
Co-host convening of cultural community in Harwich	Co-host convening of cultural community in Harwich	Co-host convening of cultural community in Harwich
Host Mass Cultural Council Institute	Send lead participant(s) to Mass Cultural Council Institute	Send lead participant to Mass Cultural Council Institute
	Meet with City/Town lead participant three times a year	Meet with LCC/CDI lead participants three times a year
	Meet with top official once during year	Schedule and attend one meeting between LCC/CDI and top official
	Make [joint] presentation at Council/BOS meeting once during year	Schedule and attend LCC/CDI presentation to Council/BOS
Provide [LCC/CDI] information about Mass Cultural Council grants, programs, and services	Serve as local resource for cultural community about Mass Cultural Council grants, programs, and services	
Advocate for legislative funding for culture annually	Advocate for legislative funding for culture annually	Advocate for legislative funding for culture annually

## CUSTOM COMMITMENTS

In addition to the core components of the Cultural Compact, the partners in this agreement have worked together and chosen to include the following component unique to Harwich:

**Together** we sign this Cultural Compact in the spirit of partnership and public service, understanding that we serve the people of our Commonwealth and that they deserve the richest and most diverse cultural life possible.

Signed this [##]th day of [Month] in the Year 2018

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Anita Walker  
Massachusetts Cultural Council

---

First and Last Name  
Title, Name Cultural District

---

Name Top Official  
Title, City/Town Name

---

First Last Name  
Chair, Name Cultural Council

*\*All grants are subject to terms and conditions outlined in each grant contract and funds from the Mass Cultural Council are subject to appropriation from the state legislature.*

## HARWICH CULTURAL CENTER

\*Update”

- Should we look at a 5-year use plan?
- What are the definitions of “use”
  - Non Profit
  - Municipal
  - Educational

## CREATING A GREEN COMMUNITY

- Cape Light Compact Building Assessment?
  - Martha Stone is the contact person
- Monies for upgrading to “green”  
(ie. HVAC, bulbs, etc.)



## Sandy Robinson

---

**From:** John Giorgio <JGiorgio@k-plaw.com>  
**Sent:** Thursday, January 25, 2018 4:36 PM  
**To:** Christopher Clark  
**Cc:** Ann Steidel; Sandy Robinson; Brian Riley  
**Subject:** FW: HARW - rec marijuana issues

Dear Chris;

I asked Brian Riley to review the draft regulations of the Cannabis Control Commission to assist the Board of Selectmen in determining whether to call a special town meeting in March to address marijuana regulation.

As you will recall, I had cautioned the Board of Selectmen that our advice with regard to calling a special town meeting might change once we had a better sense of where the Commission would go with the regulations.

As you will see from Brian's email below, now that the Commission has issued its draft regulations, there is less of a risk to the Town of waiting until the May Annual Town Meeting to address the marijuana, although we cannot be certain whether the Commission's regulations will change in any significant way once the final regulations are issued.

Please let me know if you have any questions.

John

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This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL and/or may contain ATTORNEY WORK PRODUCT. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and attachments thereto, if any, and destroy any hard copies you may have created and notify me immediately.

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**From:** Brian Riley  
**Sent:** Thursday, January 25, 2018 4:05 PM  
**To:** John Giorgio <JGiorgio@k-plaw.com>  
**Subject:** HARW - rec marijuana issues

John:

You asked me to respond to certain questions that have arisen in Harwich regarding adult use (recreational) marijuana. Some issues continue to be a bit of a moving target, at least until the Cannabis Control Commission's regulations are final in March and more guidance comes out, but I will try to expand on our previous advice to the Town.



Application process: As you know, the DPH regulations for medical marijuana applicants require a letter of support or non-opposition from the Board of Selectmen as part of the application; if the applicant cannot get one, it essentially makes the applicant ineligible. Please be advised that there is no comparable requirement for recreational marijuana establishment applicants. A complete application must include:

- (1) a certification signed by the Town “contract authority” [BOS] that a host community agreement (“HCA”) has been executed;
- (2) that the applicant has provided a “community outreach meeting” for the public, that was widely advertised, information about the proposed business presented, and a Q&A session for the audience [it does not expressly state that the Town is supposed to help provide meeting space, but it could take place in a school auditorium, for example]; and
- (3) documentation showing that the proposed location will be in compliance with town zoning and general bylaws.

There is no explicit method for the BOS or other officials to “veto” the application, however, as there has been for medical marijuana treatment centers.

Host community agreement: As noted, a HCA is required, now for both medical and recreational facilities. The statute and/or draft regulations do not address what would happen if a municipality refused to enter into a HCA. We have heard of one community that was at a standstill in negotiations and the proposed operator was threatening to file suit alleging bad faith by the town. It’s hard to say how likely or successful such a lawsuit might be. However, if the Board wished to take proactive measures to try to prohibit one or more types of recreational marijuana establishments, I would recommend seeking this via bylaws rather than attempting to “discourage” an applicant during the HCA negotiations. If an applicant meets all conditions but the municipality refuses to execute a HCA, the Commission could find this to be inconsistent with the licensing process. Of course, this may depend upon the timing of any request by an applicant to the Town to negotiate a host community agreement. For example, I do not believe a court would find it unreasonable for the Board to take some time negotiating an HCA given the importance of such an agreement to the welfare of the residents of the Town especially since the months of March and April are the time of the year that the Board is preparing for town meeting. If an applicant were to contact the Town, for example, on April 1, 2018, with a request for an HCA, that is approximately one month before the Spring Town Meeting. Certainly, the Board should not be held to an unreasonable standard that the HCA be fully negotiated and executed prior to the first Monday in May. Furthermore, compliance with the community outreach requirements of the regulations will take some time as well.

Status of Town’s bylaws: One requirement for approval of an application is that the facility would be “in compliance with an ordinance or by-law consistent with section 3 of this chapter and in effect at the time of application.” At present, the Town has a zoning moratorium in place through June 30, 2018. Neither Chapter 94G nor the Commission’s draft regulations mentions a moratorium. In our opinion, however, and what we believe the Cannabis Control Commission will say as well, is that if an application is submitted and the Town documents its zoning moratorium, the Commission would agree that the proposed recreational marijuana establishment is **inconsistent** with local bylaws existing as of the date of the application and would not approve the application until at least the current moratorium expires on June 30, 2018. It remains to be seen whether the Commission would take any steps to accept or process an application as long as a moratorium is in place. In other words, the use of any property in Town for recreational marijuana is prohibited as long as the moratorium is in place (and was approved by the Attorney General) – similar zoning moratoria have been upheld by the courts.

Therefore, based upon the recently issued draft regulations of the Commission, in my opinion, it is not critical that a Special Town Meeting be held before April 1 or prior to the Annual Town Meeting. Any new zoning bylaws or any extension of the moratorium zoning bylaw adopted would need to be approved by the Attorney General before June 30, however, to insure that there is no “gap” in zoning. We have been assured by the Attorneys General’s Municipal Law Unit, however, that they are well aware of municipal concerns on this issue and will make every effort to approve marijuana bylaws quickly this spring.

The Board could call a Special Town Meeting and seek new bylaws before the Annual Town Meeting if it wants to reduce the risk of a gap; alternatively, some towns are planning to seek a vote this spring to continue its June moratorium expiration until later in 2018. It is my understand that one of the marijuana articles under consideration in Harwich is an extension of the moratorium until December 31, 2018, as a backup strategy to make sure the voters have sufficient time to consider the question whether to ban retail marijuana altogether or to adopt a time, place and manner zoning bylaw.

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---

**From:** John Giorgio  
**Sent:** Thursday, January 25, 2018 1:32 PM  
**To:** Brian Riley <[BRiley@k-plaw.com](mailto:BRiley@k-plaw.com)>  
**Subject:** Fwd: Follow Up Items

Brian

This is just a reminder. I already told Chris we would have the marijuana email by tomorrow

John

John W. Giorgio, Esq.  
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SPECIAL TOWN MEETING  
Monday, March 26, 2018

CALL THE SPECIAL TOWN MEETING (45 days prior)  
Monday, February 5, 2018

OPEN AND CLOSE THE WARRANT (40 days prior)  
Monday, February 12, 2018 – Open the Warrant  
Wednesday, February 14, 2018

ADVERTISE THE WARRANT (14 Days prior)  
Thursday, March 9, 2018

## PUBLIC HEARINGS/PRESENTATIONS

### A. Back-up By-Law for time, place and manner for marijuana retail sales – Atty. John Giorgio

Mr. Giorgio stated that after he met with the Board the last time, the Town Planner had asked their assistance with two by-laws, one to extend the moratorium which is a zoning by-law and right now that moratorium expires June 30<sup>th</sup> and the proposal from the Planning Board is to amend that to extend the moratorium to December 31, 2018 with the intent to make sure that the Town has sufficient time to get this right. He stated that they don't really know what rules are going to apply, the Cannabis Control Commission has had several meetings and are trying to get their draft regulations out by the end of the year. He said they made a few suggestions but what is in the Board's packet is good to go.

Mr. Giorgio made the following statement:

The second by-law which we were asked to assist with is a total ban on marijuana establishments. Both under the moratorium bylaw and the ban, I believe it was the intent of the Selectmen to do a complete ban, not just retail sales, and that is the way the by-law was drafted. As you know Harwich was a no vote in 2016 so under the new law you can ban the sale of marijuana establishments through a zoning by-law. It doesn't have to be a zoning by-law but the Attorney General has said because this is the regulation of land it requires a zoning by-law. I recommend you consider adopting a general by-law as well. We prepared a general by-law which we provided to the Town Planner and Town Administrator and recommended they put it on the warrant. Then the issue becomes, do you also want to do a time, place and manner restriction which is a zoning by-law that regulates where marijuana establishments can be located in the Town because otherwise they can be located anywhere where retail establishments can be. Typically you want to establish as a special permit use where conditions can be placed on it and it can be regulated in some manner. If you pass an absolute ban in sufficient time you don't have to do anything else and you can pass over the moratorium and time, place and manner restriction. You may want to consider having the back-up time, place and manner restriction. When do you do this the thought has been that these would all be on the warrant for the May Town Meeting. I sent an email to the Town Administrator and Town Planner raising a red flag because as of April 1 the Commission has to start accepting applications and we would be concerned, to be on the safe side and we are recommending your zoning by-law be in place by April 1 which would necessitate calling a Special Town Meeting. I feel duty bound to advise you of this. As of April 1 you are going to know what the voters want. There are a lot of cities and towns that are enacting bans so the issue becomes how do you best protect the Town and give the voters the option to decide what they want to do here. The marijuana industry, we have been hearing rumblings that they may challenge one or more moratoriums that are voted. If a court were to strike down a moratorium and you had not enacted an outright ban or time, place and manner restriction by April 1 there could be some exposure there. If you are concerned about the ban not passing, I would definitely consider a time, place and manner zoning by-law.

Mr. Giorgio took questions from the Board and Mr. Clark regarding the proposed by-laws and timing issues. Mr. Howell questioned what the threshold is to pass the by-laws and Mr. Giorgio

responded that it is a two-thirds vote. Mr. Clark stated that under the existing law, recreational use in private homes has passed and Mr. Giorgio added that you can grow up to 6 plants in your home but this does not affect medical marijuana. The Board took comments from Mr. McManus who noted that there can be home deliveries to Harwich from Brewster. Ms. Brown asked if that can be addressed in any of the by-laws and Mr. Giorgio responded that if the commission approves a home delivery system in their regulations we are going to analyze those regulations. Mr. McParland, Planning Board member, said they would be happy to look at another by-law for time, place and manner. The Board agreed to put on next week's agenda to refer it back to the Planning Board for a hearing. Ms. Greenhalgh asked Mr. Giorgio if his recommendation is to bring all of the by-laws to Special Town Meeting and Mr. Giorgio responded yes. She noted that the Planning Board doesn't meet until January but she would put something together for the Board to look at next week. Mr. Giorgio said he could provide examples of what other towns have done.

Mr. Giorgio reported that he will be provided enhanced Town Counsel hours once a month at Town Hall for four hours. He also noted that he has been meeting with the Town Administrator every month for two hours since August. He stated that the additional hours are for any employee or official to see him and this is free of charge. He added that Barbara St Andre has agreed to be the principal Land Use Attorney for the Town.

## Article # - Pleasant Bay Resource Management Plan Update

*To see if the Town will vote to adopt the 2018 Pleasant Bay Resource Management Plan Update developed in accordance with the Pleasant Bay Resource Management Plan adopted by the Town in 1998 and updated in 2003, 2008 and 2013, and the Memorandum of Agreement with the Towns of Orleans, Chatham and Brewster, originally authorized by the Town in 1998 and re-authorized in 2003, 2008 and 2013; and to authorize the Board of Selectmen to enter into a successor Memorandum of Agreement, as amended by the Board of Selectmen, with one or more of the aforementioned towns for the purpose of continuing the Pleasant Bay Resource Management Alliance to implement the plan and plan updates.*

(Board of Selectmen)

***Explanation:*** *The Pleasant Bay Resource Management Plan 2018 Update describes management issues and provides recommendations for coordinated management activity within the Pleasant Bay Area of Critical Environmental Concern (ACEC) and watershed. The purpose of the management plan is to promote the natural resource health and public enjoyment of Pleasant Bay. The management plan is updated as needed by the Pleasant Bay Alliance, an organization formed by an inter-municipal agreement between Brewster, Orleans, Chatham and Harwich. Town Meeting in each town is being asked to adopt the 2018 Update and renew the Memorandum of Agreement forming the Alliance. The 2018 Update contains recommendations in the areas of Biodiversity and Habitat Protection, Wetlands Protection, Fisheries Management, Watershed Planning, Coastal Processes and Coastal Structures, Navigation Safety, Public Access and Historic Resources. The Update was developed over the past year by the Alliance with input from local and regional resource managers and interested citizens. A public hearing was held in xxx.*

*The 2018 Update is available on the home page of the Pleasant Bay Alliance website, [www.pleasantbay.org](http://www.pleasantbay.org). Resource Management priorities include:*

*1. Continuing to Facilitate Watershed-based Collaboration to Address Nitrogen Loading*  
*Encourage the four watershed towns to make progress in developing and implementing nutrient management plans and promote watershed-based collaboration to achieve total nitrogen Total Maximum Daily Loads (TMDLs). Stormwater management, smart growth, and fertilizer controls will be areas of focus.*

*2. Promoting Coastal Resiliency by Protecting Healthy Coastal Processes*  
*Continue to work with Conservation Commissions to to implement the Guidelines for Erosion Management In Pleasant Bay, Evaluate Management and Resiliency Strategies for Dealing with the Effects of Sea Level Rise in Pleasant Bay and Chatham Harbor.*

MEMORANDUM OF AGREEMENT  
Between the Towns of Orleans, Chatham, Harwich and Brewster  
TO EXTEND THE PLEASANT BAY RESOURCE MANAGEMENT ALLIANCE

Carole Ridley 1/11/2018 1:56 PM

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Article I. Recitals

WHEREAS, the estuary known as Pleasant Bay and its watershed lies within the municipal boundaries of Orleans, Chatham, Harwich and Brewster, and

WHEREAS, in 1995 the four towns entered into an agreement to develop a resource management plan ("plan,") to protect the vast natural resources of the Bay, and

WHEREAS, the agreement established as a goal of the plan to have the towns adopt uniform polices and regulations for the management of the Bay, and

WHEREAS, the plan developed in accordance with the agreement provides management recommendations concerning the towns' policies and regulations relative to water quality, wetlands, wildlife, fisheries, boating, shorelines structures, and public access, and

WHEREAS, the Towns of Harwich, Orleans, Chatham and Brewster have approved the plan and subsequent plan updates (herein collectively referred to as "the plan,") and

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WHEREAS, in 1998 the Towns of Harwich, Orleans and Chatham formed the Pleasant Bay Alliance, which The Town of Brewster joined in 2007, to coordinate implementation of the plan, and

WHEREAS, the Alliance has, in accordance with the plan, has generated data, technical analysis, reports and public educational information encompassing water quality, watershed nutrient loading and related topics, coastal processes and structures, wetlands health, navigation, fisheries, wildlife and public access to the benefit of the member towns and the region,

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NOW THEREFORE, the undersigned towns, in consideration of the mutual covenants contained herein, hereby agree as follows:

Article II. Policy and Purpose

1. This agreement extends the Pleasant Bay Resource Management Alliance ("Alliance,). Through participation in the Alliance the undersigned towns agree to implement the plan recommendations, acting by and through their designated officers, employees or agents. The towns also agree to seek funding through Town Meeting for implementation of the plan in accordance with the terms of this agreement.
2. Each town participating in the Alliance shall retain authority over the resources and activities within its jurisdiction. The Alliance shall coordinate, and not duplicate or compete with, the functions of existing regulatory and planning organizations in each

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of the undersigned towns as they pertain to the Pleasant Bay Resource Management Plan.

Article III: Steering Committee

1. A Steering Committee shall be created, with ~~two~~ members appointed by the Board of Selectmen/~~Select Board~~ of each undersigned town.
2. The members of the Steering Committee shall serve at the pleasure of the Board of Selectmen/~~Select Board~~ of the Town by whom they were appointed.
3. Provided there is a quorum of a majority of ~~(five)~~ members present, the Steering Committee shall act by majority vote.
4. The Steering Committee shall elect a Chairman, Vice-Chairman, and Treasurer annually.
5. During any fiscal year for which a Town Meeting in one or more of the undersigned towns fails to appropriate funds in accordance with the provisions of Article VI of this agreement, the Steering Committee members ~~from such town shall serve as ex officio members and shall not vote.~~
6. The Steering Committee shall be authorized to expend funds, subject to the conditions contained herein, from the Pleasant Bay Resource Management Alliance Account as described in Article V of this agreement. The Steering Committee shall have no authority to contract for services or expend funds in excess of the amount available in said account. All contracts shall be in writing and no contract shall be entered into without a certification of the Town of Chatham Finance Department in accordance with Article V of this agreement.
7. The Steering Committee shall have overall responsibility and accountability for coordinating with officers, employees or agents of the undersigned towns to implement the plan.

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Article IV: Technical Resource Committee

1. A Technical Resource Committee shall be created, with four members from each of the undersigned towns. The Committee members may include the harbormaster, shellfish constable, conservation agent, health agent, town planner, or their equivalent as determined by the Board of Selectmen/~~Select Board~~, of each undersigned town.
2. The members of the Technical Resource Committee representing each town shall be appointed by their respective Board of Selectmen/~~Select Board~~.
3. The Technical Resource Committee shall provide technical assistance, advice, and recommendations to the Steering Committee in the implementation of the plan.

Carole Ridley 1/15/2018 2:44 PM

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Article V: Alliance Account

1. An account shall be established under the jurisdiction of the Town of Chatham Finance Department to be known as the Pleasant Bay Resource Management Alliance Account ("Alliance Account,,).
2. The Alliance Account shall be the depository for all non-municipal funds and municipal appropriations made for the implementation of the plan.



3. Expenditures from the Alliance Account shall be authorized by a majority vote of the Steering Committee as provided herein. Any expenditure so authorized shall be subject to the customary and ordinary requirements for the expenditure of funds in the Town of Chatham.
4. The Steering Committee is authorized to release funds from the Alliance Account for consultant services, or other goods and services related to the Pleasant Bay Resource Management Plan's implementation.

#### Article VI: Budgeting and Reporting

1. The Steering Committee shall prepare a proposed annual budget and operating plan for the coming fiscal year.
2. The proposed annual budget and operating plan shall be presented to the Boards of Selectmen of the undersigned towns per each town annual budget schedule.
3. The proposed annual budget shall indicate the amount of funds requested from the Towns of Orleans, Chatham, Harwich and Brewster for the coming fiscal year, as well as the amount and source of all non-municipal funds. The total amount of funds requested from the Towns of Orleans, Chatham, Harwich and Brewster, shall be apportioned as follows: thirty-five (35) percent to Orleans, thirty-five (35) percent to Chatham, eighteen (18) percent to Harwich, and twelve (12) percent to Brewster. In accordance with current practice, all participating towns shall include their share of funds as a line item in their annual town budget.
4. The proposed annual budget shall present the expenditures planned for the coming year.
5. At the end of each fiscal year the Steering Committee shall submit a financial statement and a report of activities to the Boards of Selectmen of the undersigned towns to be publicized in annual town reports.
6. Funds in the Alliance Account not expended by the end of the current fiscal year shall remain in said account and applied toward approved expenditures related to the implementation of the Pleasant Bay Resource Management Plan in the following fiscal year.

#### Article VII: Renewal and Termination

1. The approved plan shall be reviewed and updated as necessary, Any proposed amendments to the approved plan shall be submitted to the Board of Selectmen/Select Board in each of the undersigned towns for review and may be submitted to Town Meetings in the undersigned towns for approval at the discretion of the Board of Selectmen/Select Board.
2. This agreement shall not expire until December 31, 2028, unless prior to that date the undersigned towns take action either to extend or terminate the agreement.
3. Upon termination of the Alliance, the assets remaining in the Alliance Account after all outstanding obligations have been paid shall be returned to the source of funds. If the source of funds is not discernible, then remaining funds shall be distributed among the undersigned towns in accordance with Article IV. Section 3 of this agreement.

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- 4. This agreement shall be subject to the applicable provisions of General Laws, Chapter 40, Section 4A governing contracts between municipalities except such provisions of Chapter 40, Section 4A requiring Town Meeting approval in which case each town's process shall be governed by applicable provisions of that town's Home Rule Charter.

Executed this      day of                      , 2018 by

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Chatham Board of Selectmen

Harwich Board of Selectmen

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Orleans Board of Selectmen

Brewster Select Board

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*3. Promoting Strengthening of Wetland Protections*

*Continue to work to strengthen local wetlands protection regulations and review procedures by recommending modifications to local conservation regulations and bylaws.*

*4. Developing Best Management Practices to Protect Biodiversity*

*Develop best management practices designed to manage invasive species and promote habitat and resource protection. Investigate, monitor and improve opportunities for diadromous fish passage.*

*5. Continuing Resource Monitoring Programs and Research*

*Continue to monitor water quality, tide data, salt marsh and eelgrass health, and aerial photography for management support and regulatory compliance. Rely on rigorous technical analyses to discern significant trends.*

*6. Continuing to Build Stewardship through Public Education*

*Continue to develop stewardship by sharing research, data and information regarding resource conditions and trends.*

MEMORANDUM OF AGREEMENT  
Between the Towns of Orleans, Chatham, Harwich and Brewster  
TO ESTABLISH THE PLEASANT BAY RESOURCE MANAGEMENT ALLIANCE

Article I. Recitals

WHEREAS, the estuary known as Pleasant Bay and its watershed lies within the municipal boundaries of Orleans, Chatham, Harwich and Brewster, and

WHEREAS, in 1995 the four towns entered into an agreement to develop a resource management plan ("plan") to protect the vast natural resources of the Bay, and

WHEREAS, the agreement established as a goal of the plan to have the towns adopt uniform polices and regulations for the management of the Bay, and

WHEREAS, the plan developed in accordance with the agreement provides management recommendations concerning the towns' policies and regulations relative to water quality, wetlands, wildlife, fisheries, boating, shorelines structures, and public access, and

WHEREAS, the Towns of Harwich, Orleans, Chatham and Brewster have approved the plan and subsequent five-year plan updates (herein collectively referred to as "the plan");

NOW THEREFORE, the undersigned towns, in consideration of the mutual covenants contained herein, hereby agree as follows:

Article II. Policy and Purpose

1. This agreement forms the Pleasant Bay Resource Management Alliance ("Alliance"). Through participation in the Alliance the undersigned towns agree to implement the plan recommendations, acting by and through their designated officers, employees or agents. The towns also agree to seek funding through Town Meeting for implementation of the plan in accordance with the terms of this agreement.
2. Each town participating in the Alliance shall retain authority over the resources and activities within its jurisdiction. The Alliance shall coordinate, and not duplicate or compete with, the functions of existing regulatory and planning organizations in each of the undersigned towns as they pertain to the Pleasant Bay Resource Management Plan.

Article III: Steering Committee

1. A Steering Committee shall be created, with one member appointed by the Board of Selectmen of each undersigned town.
2. The Board of Selectmen of each undersigned town may appoint an alternate Steering Committee member to vote in place of the appointed member when the appointed member is absent.

*Memorandum of Agreement to Establish the Pleasant Bay Resource Management Alliance*

3. The members of the Steering Committee shall serve at the pleasure of the Board of Selectmen of the Town by whom they were appointed.
4. Provided there is a quorum of three-quarters of the members or designated alternates present, the Steering Committee shall act by majority vote.
5. The Steering Committee shall elect a Chairman, Vice-Chairman, and Treasurer annually.
6. During any fiscal year for which a Town Meeting in one or more of the undersigned towns fails to appropriate funds in accordance with the provisions of Article VI of this agreement, the Steering Committee member and alternate from such town shall serve as an ex officio member and alternate and shall not vote.
7. The Steering Committee shall be authorized to expend funds, subject to the conditions contained herein, from the Pleasant Bay Resource Management Alliance Account as described in Article V of this agreement. The Steering Committee shall have no authority to contract for services or expend funds in excess of the amount available in said account. All contracts shall be in writing and no contract shall be entered into without a certification of the Town of Chatham Finance Department in accordance with Article V of this agreement.
8. The Steering Committee shall have overall responsibility and accountability for coordinating with officers, employees or agents of the undersigned towns to implement the plan.

Article IV: Technical Resource Committee

1. A Technical Resource Committee shall be created, with four members from each of the undersigned towns. The Committee members may include the harbormaster, shellfish constable, conservation agent, health agent, town planner, or their equivalent as determined by the town's Board of Selectmen, of each undersigned town.
2. The members of the Technical Resource Committee representing each town shall be appointed by their respective Board of Selectmen.
3. The Technical Resource Committee shall provide technical assistance, advice, and recommendations to the Steering Committee in the implementation of the plan.

Article V: Alliance Account

1. An account shall be established under the jurisdiction of the Town of Chatham Finance Department to be known as the Pleasant Bay Resource Management Alliance Account ("Alliance Account").
2. The Alliance Account shall be the depository for all non-municipal funds and municipal appropriations made for the implementation of the plan.
3. Expenditures from the Alliance Account shall be authorized by a majority vote of the Steering Committee as provided herein. Any expenditure so authorized shall be subject to the customary and ordinary requirements for the expenditure of funds in the Town of Chatham.
4. The Steering Committee is authorized to release funds from the Alliance Account for consultant services, or other goods and services related to the Pleasant Bay Resource Management Plan's implementation.

Article VI: Budgeting and Reporting

1. The Steering Committee shall prepare a proposed annual budget and operating plan for the coming fiscal year.
2. The proposed annual budget and operating plan shall be presented to the Boards of Selectmen of the undersigned towns per each town annual budget schedule.
3. The proposed annual budget shall indicate the amount of funds requested from the Towns of Orleans, Chatham, Harwich and Brewster for the coming fiscal year, as well as the amount and source of all non-municipal funds. The total amount of funds requested from the Towns of Orleans, Chatham, Harwich and Brewster, shall be apportioned as follows: thirty-five (35) percent to Orleans, thirty-five (35) percent to Chatham, eighteen (18) percent to Harwich, and twelve (12) percent to Brewster. In accordance with current practice, all participating towns shall include their share of funds as a line item in their annual town budget.
4. The proposed annual budget shall present the expenditures planned for the coming year.
5. At the end of each fiscal year the Steering Committee shall submit a financial statement and a report of activities to the Boards of Selectmen of the undersigned towns to be publicized in annual town reports.
6. Funds in the Alliance Account not expended by the end of the current fiscal year shall remain in said account and applied toward approved expenditures related to the implementation of the Pleasant Bay Resource Management Plan in the following fiscal year.

Article VII: Renewal and Termination

1. The approved plan shall be reviewed and updated as necessary every five years. Any proposed amendments to the approved plan shall be submitted to the Board of Selectmen in each of the undersigned towns for review and may be submitted to Town Meetings in the undersigned towns for approval.
2. This agreement shall expire December 31, 2018 unless prior to that date the undersigned towns take action either to extend or terminate the agreement.
3. Upon termination of the Alliance, the assets remaining in the Alliance Account after all outstanding obligations have been paid shall be returned to the source of funds. If the source of funds is not discernible, then remaining funds shall be distributed among the undersigned towns in accordance with Article IV. Section 3 of this agreement.
4. This agreement shall be subject to the applicable provisions of General Laws, Chapter 40, Section 4A governing contracts between municipalities except such provisions of Chapter 40, Section 4A requiring Town Meeting approval in which case each town's process shall be governed by applicable provisions of that town's Home Rule Charter.

Executed this      day of                      , 2013 by

*Memorandum of Agreement to Establish the Pleasant Bay Resource Management Alliance*

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Chatham Board of Selectmen

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Harwich Board of Selectmen

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Orleans Board of Selectmen

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Brewster Board of Selectmen

## BUDGET/WARRANT TIME LINE 2017-2018

Friday, August 25, 2017	Capital Budget Instructions submitted by T A to Departments	
Friday, September 22, 2017	Deadline for submission of Department Capital Budgets to the T A	
Monday, September 25, 2017	TA presents BOS with 5-Year Financial Plan	<b>Charter 9-2-1/on or before October 1<sup>st</sup></b>
Monday, October 2, 2017	MRSD meeting with B O S and Fincom to discuss enrollments by class and demographics, including a five year projection of same.	
Monday, October 2, 2017	Deadline for submission of Community Preservation requests	
Monday, October 2, 2017	BOS Budget Message to guide TA in developing budget Requests - Including Board agreed to goals	<b>Charter 9-2-2/on or before the first Tuesday in October</b>
Monday, October 23, 2017	Capital Outlay Committee submits 7-yr Capital Outlay plan to T A	
Wednesday, November 1, 2017	Operating Budget instructions submitted to departments by T A	
Monday, November 13, 2017	Preliminary meeting with B O S and Fincom to discuss budget guidelines for the FY 19 MRSD budget	
Wednesday, November 29, 2017	Deadline for submission of department operating budgets to T A	<b>Charter 9-2-3/on or before the 1<sup>st</sup> Friday of December</b>
Friday, December 1, 2017	Deadline for submission of departmental warrant articles to T A	
Monday, December 11, 2017	B O S Review and discussion of potential warrant articles	
TBD	Meeting with B O S and Fincom to discuss initial look at MRSD FY 18 budget	
Monday, December 11, 2017	TA submits 7-yr Capital Outlay Plan to joint meeting of BOS/ Finance Committee	<b>Charter 9-6-3/during the month of December</b>
December 25-January 1	MRSD School Vacation	
Monday, January 8, 2018	BOS/FINCOM/Capital Outlay Committee hold joint Public Hearing on submitted Capital Outlay Plan	<b>Charter 9-6-4/on or before the 2<sup>nd</sup> Friday in January</b>
Friday, January 26, 2018	All items to be bid must have specifications in TA's office by 12:00 P.M. to be assured of bid process for Town Meeting	
Monday, January 29, 2018	Meeting with B O S and Fincom to discuss first draft budget and five-year plan with MRSD and Cape Cod Tech	
February – March	Fincom review of budgets and articles	
Monday, February 5, 2018	Last BOS meeting before Annual Warrant closes	
Friday, February 9, 2018	Article deadline – Warrant closes Noon deadline	<b>Charter 2-2-1/Bylaw 1-101 2<sup>nd</sup> Friday in February by 12:00 Noon</b>



Monday, February 12, 2018	TA presents budget and budget message to B O S and Fincom	<b>Charter 9-2-4/on or before the 2<sup>nd</sup> Tuesday of February</b>
February 19-23	MRSD School Vacation	
Tuesday, February 20, 2018	1 <sup>st</sup> draft Warrant to BOS (presented at meeting)	
Tuesday, February 20, 2018	Articles submitted to Finance Committee by B O S	<b>General By-Laws I, § 271-1.B. Not later than 14 days after article deadline</b>
Monday, February 26, 2018	BOS required to submit final budget to Finance Committee	<b>Charter 9-3-2 / on or before the 4<sup>th</sup> Tuesday of February</b>
February 2018	MRSD to submit final line item budget to B O S and Fincom for inclusion in the ATM Warrant	
Saturday, March 3, 2018 (Tentative)	Selectmen and Finance Committee Budget Presentations	
Monday, March 5, 2018	Joint budget/article hearing BOS/Finance Committee	
March, 2018	BOS reviews Warrant articles	
Monday, March 5, 2018	VOTE to sign final Annual Town Meeting Warrant	
Monday, March 5, 2018	Vote to open Special Town Meeting Warrant	<b>All Special Town Meeting Articles must be received 40 days prior to STM</b>
No later than Monday, March 19, 2018	Article funding review by B O S	
Monday, March 26, 2018	BOS votes Special Warrant BOS votes Ballot	
not later than Monday, March 26, 2018	FINCOM submits written recommendations on Budget/Warrant.  Joint budget /article hearing with B O S and Fincom reconciliation	<b>Charter 9-3-3/by March 31<sup>st</sup></b>
<u>Not later than</u> Monday, March 26, 2018	Fincom conducts one or more hearings on budget	<b>Charter 9-3-3 by March 31<sup>st</sup></b>
March 27, 2018	Ballot to Town Clerk	
Monday, April 9, 2018	Send Warrant to Printer Send Warrant to Chronicle <b>(April 19<sup>th</sup> publication)</b>	Printer needs 2 weeks. Chronicle needs 1 week before publish date
Friday, April 20, 2018	Warrants available for public distribution	<b>Charter 2-2-2/14 days prior to Town Meeting</b>
April 16-20	MRSD School Vacation	
Monday, May 7, 2018	First night of Annual Town Meeting and Special Town Meeting	<b>Charter 2-3-1/1<sup>st</sup> Monday in May</b>
Tuesday, May 15, 2018	Annual Town Elections	<b>Charter 8-1-1/3<sup>rd</sup> Tuesday in May</b>

## OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039



Christopher Clark, *Town Administrator*  
Charleen Greenhalgh, *Assistant Town Administrator*

732 MAIN STREET, HARWICH, MA

To: Board of Selectmen

From: Christopher Clark, Town Administrator

Re: Weekly Report January 8 to 19, 2018

Date: January 26, 2018

On Monday, I started the day with a meeting with Cindi Williams from the Chamber of Commerce to discuss economic development issues, meetings and other coordination activities. I then met with Link Hooper on DPW operational issues. I then had a discussion with a Brewster official about procurement practices in their Town. The Harbormaster came by to discuss the SAQ Landside Project status. After lunch, the Water/Wastewater Superintendent and I met with officials from CDM to continue coordination meetings and preparation for our upcoming public meeting on sewer installation in southern Pleasant Bay. I then prepared for the BOS meeting to be held later. I then had dinner and attended the BOS meeting.

On Tuesday, I was primarily dedicated for reviewing several 2019 Operating Budgets. Six budgets in total were reviewed.

Wednesday started with our traditional Agenda meeting. The balance of the day was primarily dedicated for reviewing several 2019 Operating Budgets. Four budgets in total were reviewed. I returned in the evening to attend the new organizational meeting of the Wastewater Committee.

Thursday, started with an Accela Users group meeting to continue implementation efforts. The meeting included Cape Cod Commission officials who indicated the rehire of their former implementation specialist. I then met with Attorney John Giorgio to review various legal matters as part of our monthly meetings. During the afternoon, I attended the Cape Manager's meeting in Bourne. I did return later in the evening to attend the CPC meeting with various Town projects.

Friday morning, I started the morning with completion of my weekly report and meeting preparation. I then had additional departmental reviews to occur on the 2019 operating budget. We met with three departments. During the afternoon I attended a CC Municipal Health Group Investment Sub-Committee meeting in Barnstable.

On Monday, January 15 was Martin Luther King Jr. Holiday and town hall was closed in observance of the holiday.

On Tuesday, I met with the Health Agent Candidate and finalized appointment process. We conducted the review of the Library Budget. A Utility Hearing was scheduled. The Cultural Center Budget was reviewed. The kick off meeting of the Cart Barn was held. After lunch was a paperwork opportunity and then conducted my monthly TA Address for Cable. I reviewed another Departmental Budget. I ran an errand and then returned for the BOS meeting at 6:00 at the Community Center and then participated in the Public Information Sewer meeting for the Southern Pleasant Bay portion of the CWMP project. I thought the presentation was well received. The meeting went until about 9:00 pm.

Wednesday started with a rate setting meeting at the Cape Cod Municipal Health Group Steering Committee meeting for the morning. I returned to the office during the lunch hour and held an operations meeting with staff on the SAQ landside project. We then conducted a review of the Community Center Budget. I then participated in the traditional agenda meeting with the Chair held in the late afternoon.

Thursday, was a day dedicated to travel in the morning to Boston to attend our Insurance Company's Board of Director's meeting (MIIA). I would be appointed to the Board at the MIIA business meeting on Saturday. The operational meetings lasted from 11:00 to 5:00 pm. I then had an evening event with the MIIA Board. I stayed overnight in Boston with MIIA covering the stay.

Friday was the MMA Annual Conference with motivational speaker and the Governor in the morning session. I attended a MIIA Advisory Board Meeting, reviewed the Trade Show and then went to two training opportunities in the afternoon one on Health Care and Wellness and the second on Cyber Security. Later in the evening I went to dinner with some Town Officials.

Saturday, the MMA conference continued. I went to the Trade Show in the morning, the MIIA Annual Business meeting. During the afternoon I went to another training opportunity in the afternoon on General Municipal Law Update. I then attended the Award's event where the Town won an Innovations Award for the first municipal Pet Burial Ground from the MMA. I then gave my dinner ticket to a Selectmen who wanted to attend a dinner and departed for home.

Memorandum from Charleen Greenhalgh  
 Assistant Town Administrator  
 Town of Harwich

January 24, 2018

To: Christopher Clark, Town Administrator  
 From: Charleen Greenhalgh, Assistant Town Administrator  
 Re: Weekly Report – Week of January 15, 2018

A short week due to the holiday and a personal matter, but still a very busy week. The dual roll of interim Planner and Assistant Town Administrator continues to be challenging at times. The week included, but was not limited to:

- Review of 53 job applications and resumes for the opening in the Town Clerk’s Office.
- Met with the Planning Board Chair to review agenda for the January 23<sup>rd</sup> meeting.
- Prepared staff report for two Planning Board applications
- Met with Town Clerk to review the 53 applications and to narrow the field down to six.
- Prepared interview questions tailored to the Town Clerk’s
- Notified applicants who were not selected for interviews.
- Continued to work with EAP to schedule training sessions for staff.
- Prepared and submitted Federal Census information.
- Prepared update on status of Collective Bargaining Unit contracts.
- Prepared draft of Benefits Analysis.
- Attended Community Development weekly meeting.
- Met with potential applicants on a proposed project.
- Friday afternoon I attended a Town Meeting with Senator Cyr and Representative Peake.

Status update on employment vacancies:

<u>Position</u>	<u>Status</u>	<u>Replacement or New</u>
Sr. Health Agent	Offer made pending approval of BoS	Replacement
Administrative Assistant – Town Clerk’s Office	External Posting closed January 12 <sup>th</sup> ; interviews to be held week of Jan. 22 <sup>nd</sup> .	Replacement
Local Building Inspector	External Posting - applications will be reviewed beginning January 19th	Replacement



**HARWICH  
ASSESSORS  
OFFICE**  
508-430-7503

## Memo

To: Sandy Robinson  
Ann Steidel

From: Donna Molino

Date: January 24, 2018

**RE: Assessor's Department Weekly Report (w/e 1/20/18)**

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1. Board of Assessor's meeting.
2. Created and posted meeting agenda on web for next meeting.
3. Reviewed and processed sales questionnaires.
4. Processed and reviewed abutter's lists.
5. Processed and reviewed weekly deeds.
6. Assisted customers with boat and motor vehicle abatements/questions.
7. Processed exemptions in PK and Munis.
8. Viewed properties in the field for abatement applications.
9. Processed abutter's requests.
10. Processed address changes.
11. Input building permits into PK.

## Cemetery Administrator's Weekly Report

Week ending January 20, 2018

- Island Pond Cemetery Arboretum Project: confirmed the twenty common tree names of with David Consalvi, Horticulture Instructor at the Cape Cod Technical School and he emailed me the scientific name. I am working on creating descriptions for the brochure to be used for self-guiding walking tours. Amy Usowski, Conservation Agent will be assisting with verification of any additional species and give recommendations as to new future trees to be planted.
- Criteria for an Arboretum is minimum of 25 acres. Met with Paul Sweetser, Town Surveyor on Land connecting to Island Pond to transfer from the Board of Selectmen to the care and custody of the Cemetery Department for the Island Pond Cemetery.
- Island Pond Cemetery burial on Monday, Martin Luther King Holiday.
- Request from Joan Maloney on burial location of Rufus Small who died in 1931, researched and emailed her lot information from the South Harwich Cemetery.
- Pine Grove Cemetery: Met with family for the purchase of new grave space for an at need burial. Contacted the Doane Beal & Ames Funeral Home with lot information, called opening contractor with location.
- Attending the MMA, Massachusetts Municipal Association Annual Meeting & Trade Show Friday and Saturday. Friday's workshops that I attended were Inspire Engagement with a Citizens Academy, Successful and Effective Land Use and Zoning Policies. Friday Luncheon WEMO, Women Elected Municipal Officials Leadership with guest speaker Andrea Cabral. Saturdays Learning Labs; "I Pay Your Salary." Responding to Difficult Situations and Women and Minorities in Public Works. Workshop on Do's and Don'ts of Municipal Social Media Policies. At President's Reception was presented with the Kenneth E. Pickard Memorial Innovation Award for the Town of Harwich Pet Burial Ground and Walking Park.

Respectfully Submitted

Robbin Kelley  
Cemetery Administrator

Channel 18 Weekly Report w/e January 20, 2018



- Filmed Board of Selectmen
- Filmed Community Meeting on Sewer
- Filmed Wastewater Support Meeting
- Filmed Historic District
- Filmed Community Journal
- Assisted Community Center with Monitor Project
- Continue to Coordinate 2018 schedules with recurring staff/boards/committees
- Finished Annual Report
- Agendas and Minutes posted
- All clips and meetings transferred and posted to YouTube
- Video file maintenance

Please Follow Channel 18 on YouTube for frequent video updates/meetings

[www.youtube.com/harwichchannel18](http://www.youtube.com/harwichchannel18)

And Facebook for additional info

[www.facebook.com/harwichchannel18](http://www.facebook.com/harwichchannel18)

Respectfully Submitted,

Jamie Lee Goodwin

Weekly Update for the Community and Cultural Centers  
January 14 – January 20, 2018

I am pleased to provide a report on my work at both the Community Center and the Cultural Center for the week running 1/14 to 1/20.

- I had a meeting with Town Administrator, Chris Clark and Facilities Director, Sean Libby on the budget needs and revenue of the Cultural Center.
- I held two renters meetings at the Cultural Center to discuss and answer any questions on the proposed fee increase at the Cultural Center. I held one meeting in the morning and one in the evening to all for individual schedules. I held these meetings in addition to meeting with the Friends of the Cultural Center on the same subject. I wanted to be sure everyone was informed about the upcoming public hearing.
- I attended the Selectmen's meeting on Tuesday evening and the information session on wastewater.
- I had my budget review meeting for the Community Center with the Town Administrator and Finance Director.
- I completed and submitted the Cultural Center fee proposal to the Selectmen for the January 22<sup>nd</sup> meeting.
- I worked with the Recreation department and the County on the bid for Port-a-Potty for the Town of Harwich.
- On Friday, monitors for the building arrived and have been installed. We will now have monitors at each of the main entrances to help our clients successfully navigate the building. Although we are very excited about this new technology we also recognize we do have a learning curve with the programing of the new equipment.
- On Tuesday I finished and submitted my Annual Town Report for the Community Center and Facilities Committee.
- I worked with the Chamber of Commerce on hosting the after- hours event for the Chamber of Commerce at the Cultural Center in January
- I continued working on the goals I set for the fiscal year, including the five year plan for the building.

Should you need further information on these weekly activities, please do not hesitate to get in touch with me.

Carolyn Carey, Community Center Director





TOWN OF

HARWICH

*732 Main Street  
Harwich, MA 02645*

CONSERVATION COMMISSION

(508)-430-7538 FAX (508)430-7531

January 24, 2018

To: Harwich Board of Selectmen  
From: Amy Usowski, Conservation Administrator

### **Weekly Report**

- Met with potential applicants to discuss conservation issues on properties, visited sites currently under construction, issued permits, worked on meeting minutes.
- Completed a rough draft of lease language for the Bells Neck Cranberry Bogs.
- Removed locust trees from the Community Gardens on Sisson Road that were shading out some plots, plus they are invasive.
- Met with contractor regarding tree work that could be done to allow for stairs and view to Hinckley Pond at the town property on Rte 124 across from Local Flavor and got quote.
- Attended department head meeting.
- Assisted with administrative tasks as we are short-staffed in the Conservation portion of Community Development.
- Held organizational meeting for this year's Tour de Trash (April 28, 2018).
- Went to the Real Estate and Open Space Committee meeting on 1/19.
- Reviewed building and health permit applications to ensure they had nothing to do with Conservation.



# Town of Harwich

## COUNCIL ON AGING

Harwich Community Center ♦ 100 Oak Street ♦ Harwich, MA 02645  
Tel: 508-430-7550 Fax: 508-430-7530

## WEEKLY REPORT

**TO:** Chris Clark, Town Administrator  
**FROM:** Judi Wilson, Director, Council on Aging  
**RE:** COA WEEKLY REPORT - week ending January 19, 2018

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In addition to our regular activities below is a summary of our work last week:

### Programs/Service:

- Prepared and served 49 meals to seniors which included a 4 Senior Dining Lunches
- Arranged 5 medical rides for seniors with volunteers
- Conducted final Reiki appointments due to retirement of practitioner
- Collaborated with Harwich Fire Inspector regarding potential hoarding situation
- Intervened with housing resident regarding potential hoarding issues
- Completed 2 SNAP applications with clients
- Assisted library staff in finding services for homeless senior
- Assisted clients in their homes, over the telephone, and in the office providing counseling regarding Masshealth, employment options, Fuel Assistance, transportation resources, and community resources
- Presented "A Hunt for Happiness" health program for 15 participants at senior housing site
- Conducted 18 nursing visits and appointments with clients to conduct assessments, provide care, and offer teaching to them and their caregivers and provided numerous follow-up communications with agencies, pharmacies, doctors, family members, and clients
- Served 10 clients at the weekly Wellness Clinic held at the Community Center
- Facilitated "Buried in Treasures" support group, co-sponsored by the Cape Cod Hoarding Task Force
- Assembled collaborative intergenerational "Girl Power" program with Youth Counselor

### Administration:

- Distributed COA newsletter to multiple community locations to help inform the public of available programs and services
- Began development of March/April program schedule
- Created COA Incident Report form and informed staff of related procedure
- Distributed Conflict of Interest information to staff and COA Board members
- Recorded Channel 18 segment regarding update of COA programs and services
- Conducted COA team meeting for staff where discussion included organizational planning, the 2018 COA calendar, upcoming program ideas, and optics of lunch
- Communicated with Cape aging resources regarding legislative breakfast being held at the Yarmouth COA
- Finalized details of Girl Power program including communicating with senior volunteer mentors

Respectfully submitted,  
Judi Wilson



# TOWN OF HARWICH

## DEPARTMENT OF PUBLIC WORKS

273 Queen Anne Road • P.O. Box 1543 • Harwich, MA 02645

Telephone (508) 430-7555

Fax (508) 430-7598

### **DPW Activity for period of January 14, 2017 through January 20, 2018**

#### **Highway Maintenance**

- Responded to inclement weather the following days: 1/14 – treated mains and hills, 1/15 – treated mains and hills, 1/17 – treated everything – plowed 2” to 3” of snow with in-house staff only
- 1 days spent cleaning catch basin covers in advance of more rain
- Received 8 work orders and completed 5
- Trash runs and roadside litter Monday, Wednesday & Friday
- Continued dealing with RH White and National Grid
- 1 day sander and truck maintenance
- Sign repairs

#### **Vehicle Maintenance**

- Performed 4 routine maintenances on Police and Water Department vehicles
- Performed 19 repairs on vehicles, small and heavy equipment
- Assisted Highway in snow and ice removal
- Repaired plows and sanders during snow event

#### **Cemetery Maintenance**

- Maintenance of roads and town parking lots during multiple snow/ice events
- Assist Park Dept with removal of tennis nets at Brooks Park
- Continued gathering downed branches in the cemeteries

#### **Parks Maintenance**

- Worked on repairing plows and sanders
- Assisted Highway Department with snow and ice
- Continued Surveying trees and marking some for removal

#### **Facility Maintenance**

- Received 12 new work orders and completed 14 work orders from back log
- Assisted Highway snow and ice operations
- Replaced 3 phase motor and controls on the Cultural Center library room air handling unit

- Removed bike light pole from Route 39 to repair the base connection as wind has caused damage to the threads allowing it to move

### **Disposal Area**

- C&D: 7 loads, 117.33 tons
- MSW: 6 loads, 139.53 tons
- Recycling: 8 loads, 35.84 tons
- Vehicles Recorded: 4,898
- Revenue: \$25,652.90

### **Reception**

- Telephone calls: 67
- Walk ins: 12
- Work orders: 20



**TOWN OF HARWICH**  
**FINANCE DIVISION**  
**732 MAIN STREET, HARWICH, MA 02645**  
**TEL: 508-430-7518 FAX: 508-430-7504**

**Carol Coppola**  
**Finance Director/Town Accountant**

**Wendy Tulloch**  
**Assistant Town Accountant**

*Report of the*

**Finance Director/Town Accountant – Weeks Ending 1/12/18 & 1/19/18**

Undertakings within the Finance Department during the past two weeks include the following initiatives/tasks:

- Budget meetings with Town Administrator and Department Heads,,
- Continued work on FY 19 budget,
- Various conversations with Treasurer & Assessor,
- Attend CPC and Wastewater Meetings,
- Meetings and discussions with CPC Chair,
- Review final CAFR and forward to various town departments for distribution and posting to website,
- Detailed discussions with external auditors – FY 17 management letter and cemetery project,
- Issue purchase orders for SAQ septic and CVGC Cart Barn,
- Attend GFOA webinar – Lessons learned in Online Financial Transparency,
- Review Ambulance Billing & Collection proposal, prepare draft contract, communication with vendor,
- Release monthly reports to departments,
- Audit, process and approve payroll transactions,
- Audit, process and approve vendor transactions,
- Review and record cash receipts.

Sincerely,

Carol Coppola  
Finance Director/Town Accountant



# Harwich Fire Department



*Fire Suppression*

*Prevention*

*Emergency Services*

Norman M. Clarke Jr., **Chief of Department**

David J. LeBlanc, **Deputy Fire Chief**

Weekly Report – January 14, 2018 through January 20, 2018

## Incidents:

Fire/Explosion	00
Overpressure/Rupture	00
Rescue Call/ EMS	55
Hazardous Condition	02
Service Call	05
Good Intent	01
False Call	04
Severe Weather/Disaster	00
Special Type/Complaint	00
Total	67

## Fire Prevention:

Inspections	
Resale	06
Annual	02
Joint	00
Final	01
Lockbox	02
Liquid Propane Storage	03
Pre-Inspection	00
Oil Tank	00
Oil burner	00
Town Hall Hours	04
Underground Storage Tank	00
Truck Tank	01
InspectionsMisc	05

## Items of note:

## Sandy Robinson

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**From:** John Rendon  
**Sent:** Monday, January 22, 2018 2:05 PM  
**To:** Ann Steidel; Sandy Robinson  
**Cc:** William Neiser; Michelle Morris  
**Subject:** Harbormaster Department Weekly Report 14-20 Jan

### Operations:

- Got underway aboard Marine 77 from Allen Harbor (AH) to Saquatucket Harbor (SAQ) to check on depth of the dredging in SAQ. Checked the condition of the SAQ buoys after the previous ice conditions. Found two off-station and one missing. Returned to AH; reported off-station and missing buoys to the Coast Guard.
- Responded to a report of a sailboat tied to the Round Cove floating dock with a possible oil sheen around it. Found the boat tied to the dock with no sheen. Removed the fuel tank from the boat, checked for possible sources fuel or oil, placed oil absorbent pads at the boats scuppers. Contacted the boats caretaker who stated that he would be hauling the boat at Ryders Cove later in the day.

### Admin:

- Went to waitlist with open Pleasant Bay Mooring Permit.
- Mailed out Long Pond Mooring/User Fee Permits, Private Mooring Permits, Boat Yard/Yacht Club/Boat Rental/Resort Mooring Permits.
- Inquired with Kooler Ice regarding Ice Vending Machine.

### Meetings:

- Attended Intern Meet & Greet at Monomoy HS; will have one intern working with the department from Feb - May 2018,
- Met with TA and Town Engineer to discuss results of structural engineer report on helical foundation for garage/workshop building.
- Attended SAQ Landside Renovation project progress meeting

### Maintenance:

- Began the process of clearing out old and unused items at the Bank Street workshop in preparation for moving into the new workshop at SAQ.
- Assisted Natural Resources with work at Johnson's Flume.

### SAQ Marina Reconstruction Project:

- Received one-week extension to complete dredging from ACOE due to severe weather conditions; extension expires Jan 22. 1/15/18 progress survey showed 17,500 cy dredged.
- Review/approval of submittals ongoing.

**John C. Rendon**  
Harbormaster  
Town of Harwich  
774 212-6193 (c)

# Health Director Weekly Report

## Week ending January 20, 2018

### Projects-

Community Development meeting-Met with department heads regarding ongoing projects.

Annual Report-completed the Annual Report for the Health Director

Staff Vacancy-Offer extended and accepted by Kathleen Tenaglia for the position of Sr. Health Agent. We are excited to have her on board, she starts February 5<sup>th</sup>.

Phase II of the CWMP-Attended the Community Meeting on Tuesday evening to hear discussion on the upcoming Phase II of the sewer project. Survey work has been completed and CDM Smith has prepared a preliminary plan for Town Approval in May. The plan calls for construction to begin in the East Harwich area in the spring of 2019, with hook-ups available in the summer of 2021. The Board of Health needs to begin discussions regarding how to handle failed systems in that area prior to sewer availability. Will extensions be granted for upgrades? Also, we should discuss amending our regulations regarding 1.211 as they relate to large projects and environmental requirements and adding clauses regarding consequences of refusal to connect.

### Permit review and issuance-

- *Annual permits and licenses*-reviewed 30+
- *RET-*
  1. 24 Sherwood
  2. 20 Fernwood
  3. 1 Braddock
  4. 14 Seaward
  5. 12 Park
- *Building Permit reviews:*
  1. 16 Osborne
  2. 119 Clearwater
  3. 7 Skinequit
  4. 3 Ocean Ave
  5. 61 Forest
  6. 27 Sea
  7. 4 Cindy's
  8. 210 Forest
  9. 68 willow
  10. 12 Olde Homestead
- *Disposal System Construction Permits*
  1. 16 Osborne
  2. 27 Sea Street
  3. 130 Bay
  4. 12 Park St
- *Certificate of Compliance issued-*
  1. 58 Hoyt
  2. 8 Winding Way
- *ZBA/Planning referrals:*
  1. 0 Halls Path

### Inspections-

- *Final Inspections- Septic systems-*
  1. 24 Pilgrim
  2. 874 Queen Ann
  3. 58 Hoyt
  4. 2 Cove Road



- *Food Service-*
  - 1. Residential kitchen
- *Complaints*
  - 1. Bed bug information request for public hearing
  - 2. 24 Sherwood-this housing/rodent complaint seems to be improving-the attorney's office said they have a buyer and they are pro-actively cleaning the property before the closing.

**Consultations-**

- 1. Walk through of 1 Little Lane for compliance of 2 bedroom deed restriction.
- 2. Met with engineer regarding expanding a large scale septic system

Meggan Eldredge

## Sandy Robinson

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**From:** Heinz Proft  
**Sent:** Wednesday, January 24, 2018 9:55 AM  
**To:** Ann Steidel; Sandy Robinson  
**Subject:** Heinz -Natural Resources Weekly report 01/24/2018

Natural Resources Weekly report 01/24/18

- \* Red River CLOSED FOR SHELLFISHING sign was replanted after being uprooted by a past storm.
- \* Attended first WSC Wastewater Support Committee meeting. A new committee.
- \* Submitted 7 copies of enhanced recreational access plan to the CPC to augment the Hinckelys' Pond proposal.  
The next CPC meeting will be on January 24th.
- \* Deployed both Natural Resources and Division of Marine Fisheries water temperature loggers at Harwich Herring Run fish ladder in advance of the upcoming fish migration.
- \* Began updating the water quality database with 2017 coliform data from our embayments.
- \* Everyday is open for shellfishing provided tempearture is >30deg. Weather has recently been more conducive for shellfishing. 71 Shellfish permits have been sold year to date.

Heinz Proft  
*Nat. Resources Director*



# HARWICH Police

DEPARTMENT

183 Sisson Road, Harwich, MA 02645

Tel 508-430-7541

Fax 508-432-2530



DAVID J. GUILLEMETTE  
Chief of Police

THOMAS A. GAGNON  
Deputy Chief

## WEEKLY ACTIVITY REPORT FOR WEEK OF 1/14/18 THROUGH 1/20/18

### PATROL

- 268 Calls and patrol-initiated activity logged
  - 6 arrests
  - 2 drug overdoses (1 fatal)
  
- 47 motor vehicle stops resulting in:
  - 34 Verbal warnings
  - 10 Written warnings
  - 1 Arrest
  - 1 Criminal Complaint
  - 1 Investigation
  
- 4 Motor vehicle accidents investigated

### ADMINISTRATION

- Chief hosted meeting with several area fire chiefs who have medics on regional SWAT
- Chief and Jade Ross attended BOS meeting where her appointment to full time dispatcher was approved
- Annual report completed and submitted

### COMMUNITY POLICING

- Lt. Considine attended Monomoy High School intern luncheon



## TOWN OF HARWICH

OFFICE OF THE TREASURER/COLLECTOR

732 MAIN STREET, HARWICH, MA 02645

TEL. 508-430-7501 FAX. 508-430-7504

Amy Bullock  
Treasurer / Collector

Nancy Knepper  
Assistant Treasurer/Collector

### Weekly Report to the Board of Selectmen

Week ending January 20, 2018

Along with our regular weekly duties and responsibilities, which include but are not limited to processing payroll, receiving, reporting and depositing tax/water payments and departmental receipts, processing accounts payable checks, assisting Taxpayers and Employees with any requests and other various customer service, the following took place:

- Printed W2s
- Updated federal tax tables with new rates
- Submitted new hire report to DOR

#### Weekly collections 1/14-1/20

Tax/Water Collections:	\$1,149,636.48
Departmental turnovers:	\$99,087.62
Total:	\$1,248,724.10

#### Weekly Disbursements 1/14-1/20

Accounts Payable	\$196,694.37
Payroll (week ending 1/13)	\$302,777.52
Total:	\$499,471.89

Respectfully submitted,

Amy Bullock, Treasurer/Collector



# Harwich Water Department Weekly Activity Report

Dan Pelletier, Superintendent

## For Week Ending: January 20, 2018

## Quick Stats

Please see the following highlights from the previous week:

- Submitted Annual Town Report
- Attended East Harwich Community Wastewater Meeting
- Continue relocating electrical conduits & Rewiring Station 8
- Excavate and restore trench settling on Rt. 28 from water main break
- Repair curb stop on Old Pine Road
- Mark-out for digsafe on Queen Anne Road
- Conduct internal monthly tank inspection
- Large meter replacement site visit
- Observed MLK Day; Monday 1/15/18

## Ongoing/Upcoming Items:

- Crossovers plan adjustment pending
- Begin data collection for the Annual Statistical Report & Consumer Confidence Report
- Lower County Road bid preparation- Specifications (90%) Drawings (60%)
- National Grid Crossover project bid preparation
- Consulting feedback/peer review of quarterly billing
- Cell tower RFP; Chatham Road location
- Tier II annual report to include drafting site plans for all treatment facilities
- Continue PeopleGIS implementation
- Install power fail relays, generator status, new level transducers, and power line filters
- Punchlist SCADA items
- Continue Station 8 & 9 rehab

<b>18</b>	These figures are unavailable during SCADA installation.	
*Water Samples Taken	Weekly Change in Pumping	YTD Change in Pumping

\*Off-season bacteria sampling is reduced to the first and last week of each month

## Activities Last Week

Final Read for Property Transfer	5	Meter Replacement	1
Leak at Meter	2	Seasonal Turn Off	1
Markouts	4	Turn On Service	1

## Activities Statistics

	<u>2017</u>	<u>2018WTD</u>	<u>2018YTD</u>
Curb Stop Repair/Renewals	5	0	0
Final Read for Property Transfer	394	5	12
Frozen Water Meter/Services	2	0	9
Hydrant Maintenance/ Repairs	1	0	0
Hydrant Installation/Replacement	52	0	0
Markouts	365	4	16
Seasonal Turn On/Off	1126	1	79
Water Main Repairs	5	0	1
Water Service Installation	40	0	0
Water Service Renewal	47	0	0
Meter Replacement	461	1	4
Meter Installation <i>new accounts</i>	39	3	4
Service Repairs <i>general</i>	194	0	20